MINUTES
CITY OF DENTON
DENTON PUBLIC LIBRARY BOARD
Emily Fowler Central Library – February 12, 2024

After determining that a quorum was present, the Denton Public Library Board convened on Monday, February 12, at 5:31 p.m. The meeting was held at the Emily Fowler Central Library at 502 Oakland St., Denton, Texas. Chair Eva Poole, Vice-Chair Jamie Taylor, and Members Jean Greenlaw, Ling Jeng, and Sandy Swan were in attendance.

PRESENT: Eva Poole, Jamie Taylor, Jean Greenlaw, Ling Jeng, and Sandy Swan
ABSENT: Dallas Guill
STAFF PRESENT: Jennifer Bekker, Cynthia Carter
GUESTS: Peggy Heinkel-Wolfe, Gabby Morgan

1. PRESENTATION FROM MEMBERS OF THE PUBLIC

Peggy Heinkel-Wolfe relinquished the allotted 4 minutes speaking time to Gabby Morgan.

Gabby Morgan, administrator of the social service media site, Mastodon, believes this service would be helpful for the Denton Public Library. History and information about the media site were provided for future consideration.

2. ITEMS FOR CONSIDERATION

A. LB24-015 Consider approval of the minutes of January 8, 2024. Jean Greenlaw motioned, Jamie Taylor seconded, all in favor.

B. LB24-013 The Board received an informational report regarding the Friends of the Denton Public Libraries.

- The Friends Executive Board met on January 11, 2024. The Friends are preparing for the February 10 Big Book Sale. There are currently 202 Friends members. The group's social media has been active and now has almost 1,000 followers on Facebook. An e-mail newsletter will be sent to members before the book sale. The Friends were presented with an opportunity to support the Denton Noon Rotary's Road to Reading project, providing every incoming kindergarten student in the 24/25 school year with a book. The Friends will provide $250 in funding to support the literacy project and share information with members who may wish to contribute as individuals. The Board also discussed the possibility of creating a new logo.

- The Friends Board approved the library's 2024 funding request. Haley Phillips, Outreach Librarian, shared progress on the Moving Stories project to provide materials to residential facilities or non-profits serving clients with limited mobility or transportation. Friends Board members will vote to select two of three proposed sites and deliver materials to those sites quarterly. Fred Kamman, Assistant Branch Manager, proposed a grant opportunity to fund the Professor's Corner Literary Discussion events at South Branch. The grant is available for 501c3 organizations. The Board approved the proposal and will submit the grant for the events.

C. LB24-012 The Board received an informational report regarding the Emily Fowler Library Foundation.

- There have been no changes since the last Library Board meeting.

D. LB24-014 The Board received a report, held a discussion, and considered approval of the following Denton Public Library Policy updates:

- *Community Use Policy for the Legacy Lab* - Sandy Swan motioned, Jamie Taylor seconded. All in favor.
- *Internet and Computer Use Policy* - Jamie Taylor motioned, Jean Greenlaw seconded. All in favor.

E. LB24-011 The Board received a report, held a discussion, and give staff direction regarding:

Bibliocommons Catalog Overlay - The library's online catalog serves as the primary interface for patrons, functioning as both the library's website and a platform for various services. Through the catalog, patrons can access their accounts, search for materials, place holds, access databases and research tools, discover information about library events, learn about library services, and submit forms to request services like Book-A-Librarian.

However, the basic functionality of the catalog provided by our integrated library software is limited, lacking event information and the ability to customize pages with details about services and resources. To address this, the library utilizes a catalog overlay, which enhances the functionality, usability, and aesthetics. Since 2015, we have used the Bibliocommons catalog overlay to provide a modern, functional, and easily navigable catalog website. Some unique features include natural language searching, seamless integration of events, curated award and bestseller lists, tracking capabilities for patrons' "for later" and "completed" lists, and the provision of permanent URLs for reader's advisory lists. These features

not only enrich the patron experience but also contribute to the library's mission of providing accessible and user-friendly services.

Author Event Cancellation - The Meghan P. Browne author event has been cancelled. The event was originally planned for March 2, 2024. Library staff were notified that the event had to be cancelled the first week in February. The cancellation will be noted in the library events calendar, the digital flier, and social media posts.

Library Marketing - The library faces the task of generating content for a wide array of print and digital marketing materials to effectively communicate information about our diverse programming, services, and resources. Simultaneously, library staff must manage operational demands to deliver those programs, services, and City Hall 215 E. McKinney Street Denton, Texas www.cityofdenton.com resources. To address this challenge, the library intends to request funding during the FY24/25 budget process for a full-time position dedicated to content creation and marketing design.

North Branch Facility Maintenance Projects - Renovation projects at the North Branch are now underway. The removal of the inner glass doors and sliding wall adjacent to the public restrooms has been completed, and a new permanent wall featuring a door with glass window has been installed. Additionally, installation of the pull-down gate is scheduled to take place within the next week. Plans for larger renovation projects are also taking shape, with a tentative schedule in place. It is anticipated that luxury vinyl tile flooring will be installed in staff areas, the Adult Multi-Purpose Room, Forge Makerspace, and Meeting and Program rooms throughout March and April.

Exterior maintenance work, including patching, sealing, and painting, will occur either the last week of April or the first week of May. During this time, access to the drive-through book return, drive-up window, and loading dock will be temporarily restricted for a two-day period while work is conducted on the south side of the building. However, the library will remain open for in-person visits, allowing patrons to check out or return materials as usual.

Subsequently, the library will be closed to the public from Sunday, May 5th to Monday, May 13th for flooring installation and the rearrangement of shelving and furniture in public areas. Throughout this closure, the drive-through book drop will remain accessible, and the drive-up window will be open during regular operating hours for patrons to check out any available holds. Reservations for the North Branch Meeting Room and Adult Multi-Purpose Room have been suspended for the dates of March 1-May 13.

FY24/25 Budget Planning Process - The library is gearing up for the upcoming FY24/25 budget planning phase, during which we will evaluate and prioritize our needs. Each department has been instructed to submit only three supplemental requests to streamline the process. Currently, several needs have been identified for consideration, including requests for additional staffing, funding for eCommerce software to enable credit card payments at print release stations, software to facilitate online room reservations, a significant increase in funding for hoopla, and the installation of security cameras.

3. CONCLUDING ITEMS

The Meeting adjourned at 6:09 p.m.

Eva Poole, Chair

Cynthia Carter, Administrative Assistant
City of Denton, TX

Minutes approved on: 3/13/24