MINUTES
CITY OF DENTON
DENTON PUBLIC LIBRARY BOARD
South Branch Library – April 8, 2024

After determining that a quorum was present, the Denton Public Library Board convened on Monday, April 8, at 5:30 p.m. The meeting was held at the South Branch Library at 3228 Teasley Lane, Denton, Texas. Chair Eva Poole, Vice-Chair Jamie Taylor, and Members Jean Greenlaw, Ling Jeng, and Sandy Swan were in attendance.

PRESENT: Eva Poole, Ling Jeng, Sandy Swan, Jean Greenlaw, and Jamie Taylor
ABSENT: Dallas Guill
STAFF PRESENT: Jennifer Bekker, Marcella Lunn, and Cynthia Carter
GUESTS:

1. PRESENTATION FROM MEMBERS OF THE PUBLIC

None

2. ITEMS FOR CONSIDERATION

A. LB24-031 Consider approval of the minutes of March 11, 2024.

The Board accepted and approved minutes of the March 11, 2024 meeting with amendment to page 3, paragraph 2. Jean Greenlaw motioned, Sandy Swan seconded, all in favor.

B. LB24-029 The Board received an informational report regarding the Friends of the Denton Public Libraries.

Library staff met with the Friends President and Communications Chair to discuss donation handling. The Friends will propose the following at the April 11 Friends of the Libraries Executive Board Meeting:

- Hosting a monthly "Donate to the Friends Day" at North Branch with Friends volunteers receiving, reviewing, sorting, and boxing received donations that day.
- Seeking Friends volunteers to assist in the review and processing of donated materials.
- The Friends will receive donations at Secondhand Prose during store operating hours.

The Friends also noted that they will only receive print book donations but will receive all formats of discarded library materials. They also noted that they are looking to increase engagement and fundraising opportunities.

C. LB24-028 The Board received an informational report regarding the Emily Fowler Library Foundation.

- The Foundation currently has a $100,000 CD that will come to maturity in April 2024. The Foundation checking account has a balance of $8,691.51 as of the latest statement in February 2024.
- The Foundation has coordinated with a local tattoo parlor to host another flash tattoo fundraiser event in June. Planning in still in preliminary stages.

D. LB24-027 The Board received a report, held a discussion, and considered approval of the library's 2024 Summer Classes & Events.

- The proposed draft of 2024 Summer Classes and Events includes proposed programs for May-August 2024. Library staff recommends approval. Ling Jeng motioned, Jamie Taylor seconded, all in favor.

E. LB24-030 The Board received a report, held a discussion, and considered approval of the following Denton Public Library Policy updates:

- *Reevaluation of Materials Policy* – The Board accepted and approved the policy update with amendment to page 1, second bullet. Sandy Swan motioned, Jean Greenlaw seconded, all in favor.
- *Circulation Services Policy* – Jaime Taylor motioned, Sandy Swan seconded, all in favor.
- *Rules of Conduct Policy* – Jean Greenlaw motioned, Ling Jeng seconded, all in favor.

E. LB24-026 The Board received a report, held a discussion, and give staff direction regarding:

North Branch Facility Maintenance Projects – Renovation projects at the North Branch continue to move forward. Lighting updates in staff areas have begun. Laminate flooring will be installed in the staff breakroom, Forge Makerspace, Meeting Room, AMP, and Program Room in the first two weeks of April. The Forge Makerspace will be closed on Saturday, April 13 for its reflooring. Roofers have determined that the building needs a new roof rather than an overlay of the existing roof. That project will occur April-July, requiring drive-thru and book drop traffic rerouting into a U-turn instead of circling the building. The drive-thru and external book drop will be unavailable for two days in late April or early May to repair and repaint the external walls of the south facing side of the building. The branch will be closed to the public from Sunday, May 5th through Monday, May 13th for flooring installation and the rearrangement

of shelving and furniture in public areas. The drive-up service window will be open during the closure Mon-Sat 9 a.m.-5:30 p.m. and 1-4:30 p.m. Sun. The book drop will be available 24/7 during the facility closure.

Emily Fowler Facility Projects – Emily Fowler Central Library facility projects will begin this spring and include the construction of a new conference room and three study rooms downstairs, near the public computers and facility updates like the North Branch updates. The conference and study room project is expected to begin in mid-April. A temporary wall will be erected in the area to reduce noise and dust. The facility improvement projects to repaint, recarpet, and update lighting and electrical wiring throughout the building will kick off in late spring. Planning for the updates has just begun, with no dates or specifics set at this time.

Summer Reading Challenge – Planning for the annual Summer Reading Challenge is being finalized. The 2024 theme is Adventure Begins at Your Library. A member of the Reading Program Committee will present at the Library Board's May meeting.

Marketing Services – Library staff are reviewing multiple marketing services that support libraries. The library is seeking a service that provides automated e-mails, newsletter support, and options for online card registration. The system needs to integrate with the library's software to automatically send information and create dynamic content. Marketing was identified as a priority in the recent Library Strategic Plan process.

Succession Planning and Professional Development Plan – The Library Succession Planning and Professional Development Plan has been finalized and shared with library staff. The plan is currently being used to work with staff members to develop goals as part of the City's performance review process.

3. CONCLUDING ITEMS

The Meeting adjourned at 6:00 p.m.



Eva Poole, Chair

Cynthia Carter

Cynthia Carter, Administrative Assistant
City of Denton, TX

Minutes approved on: 5/13/24