

MINUTES
CITY OF DENTON
DENTON PUBLIC LIBRARY BOARD
Emily Fowler Central Library – February 13, 2023

After determining that a quorum was present, the Denton Public Library Board convened on Monday, February 13, at 5:30 p.m. The meeting was held at the Emily Fowler Central Library at 502 Oakland St., Denton, Texas. Chair Ling Jeng, Vice-Chair Dallas Guill, and Members Laura Cantu, Jean Greenlaw, Sandy Swan, Jamie Taylor, Cleopatra Birckbichler were in attendance.

PRESENT: Ling Jeng, Laura Cantu, Jean Greenlaw, Sandy Swan, Jamie Taylor, Cleopatra Birckbichler, and Dallas Guill

ABSENT: none

STAFF PRESENT: Jennifer Bekker, Cynthia Carter

GUESTS: none

1. PRESENTATION FROM MEMBERS OF THE PUBLIC

NONE

2. ITEMS FOR CONSIDERATION

A. LB23-011

Consider approval of the minutes of January 9, 2023.

The Board accepted and approved minutes of the January 9, 2023, meeting. Jean Greenlaw motioned for approval, Sandy Swan seconded, all in favor.

B. LB23-012

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

- Reference Policy – approved with minor change to Limitations, line #6. Jean Greenlaw motioned, Jamie Taylor seconded, all in favor
- Community Service Worker Policy – Laura Cantu motioned, Sandy Swan seconded, all in favor
- Quiet Room Policy – Withdrawal approved. Sandy Swan motioned, Cleopatra Birckbichler seconded, all in favor

C. LB23-013

The Board received an informational report regarding the Friends of the Denton Public Libraries.

- No quorum at the January 12, 2023 Friends Board meeting. Meeting proceeded with no voting.

D. LB23-014

The Board received an informational report regarding the Emily Fowler Library Foundation.

- There have been no changes since the last Library Board meeting.
- A meeting date is being finalized to introduce new Trustees, Charlie Hunter and Alexis Clingan, discuss future planning strategies, and transitioning to quarterly meetings.

E. LB23-015

The Board received an informational report and held a discussion regarding the list of 2023 Library Strategic Action Plan Items staff have already begun to work on.

F. LB23-016

The Board received a report, held a discussion, and give staff direction regarding:

FY23/24 Budget Planning - The Library is planning for the next fiscal year budget. The department anticipates asking for funding in the library budgets for the following:

- 1.5 Full-Time Equivalents (FTEs)—1 new part-time Library Assistant III to support library technology, 1 new part-time Library Assistant II for South Branch, and reclassifying one current part-time Library Assistant II position to a full-time Library Assistant II position.
- Security Cameras for all branches
- Municipal Archive move-costs for mover services, removal of built-in furniture, new furniture for archival storage and processing

In addition, due to growth of programs, inflation, and new staff needing professional development, the library is asking for small funding increases (under \$5,000) for supplies, printing, professional travel to attend conferences, and database/online resources. The department has also submitted two Capital Improvement Project requests.

- Annual funding to replace library furniture and equipment
- North Branch Library facility improvements

Staff Development Day - The library's annual Staff Development Day is Friday, February 24. All library facilities will be closed to allow all library staff members to come together for training and teambuilding. This year's agenda includes TexShare database training, branch/team updates, a presentation from Our Daily Bread about the new Loop 288 facility, an annual report presentation, a strategic plan discussion, a visit from the City Manager's Office team, and break-out staff training sessions.

Winter Storm Update - Monday, January 30, 2023, a winter storm caused all City facilities, including all three libraries to close at noon. Library staff were sent home. Those who were able, worked remotely throughout the ice storm.

City facilities remained closed until Friday, February 3, and reopened with regular services and hours. No facilities experienced any damage or issues during the storm.

Hold pick up times were extended the same number of days the library was closed to allow patrons additional time to pick up their holds.

South Branch 2.0 - At the January 24, 2023 City Council meeting a presentation was made recommending projects for a November 2023 Bond Election. The project to move South Branch Library to a new facility was part of the proposal. City Council recommended the formation of a citizen committee to review the proposed bond projects and return to Council with a recommendation for a November 2023 Bond Election.

In addition, the Library and Parks Department have identified land approximately 2 miles southwest of the current South Branch Library location for purchase. Real Estate is currently working on the project and once a contract is finalized, it will go to City Council for review and a request to proceed.

3. CONCLUDING ITEMS None.

The Meeting adjourned at 6:11 p.m.

Ling Jeng, Chair

Cynthia Carter, Administrative Assistant
City of Denton, TX

Minutes approved on: _____