

MINUTES  
CITY OF DENTON  
DENTON PUBLIC LIBRARY BOARD  
South Branch Library, February 11, 2019

After determining that a quorum was present, the Denton Public Library Board convened on Monday, February 11 at 5:34 p.m. The meeting was held at the South Branch Library, Denton, Texas

PRESENT: Laura Cantu, Amy Taylor, Kate Margolis, Ling Jeng

ABSENT: Sashenka Lopez, Deon Starnes

STAFF PRESENT: Jennifer Bekker, MayBeth Everett, Kimberly Wells, Dee Brown, Robert Mitchell, and Jill Saltsman

GUESTS: None present.

## **2. ITEMS CONSIDERED**

**A. LB18-032** Consider approval of the minutes of December 10, 2018. Cantu motioned. Margolis seconded. Approved unanimously

### **B. LP19-011 Discussion regarding homebound services**

- May Beth Everett presented about homebound services. There were 46 clients in 2014 and currently 36 clients. About 15 of those clients use the service monthly. The costs for supplies and postage are about \$100-\$150 month. She has expanded the program to include clients from assisted living residences that she visits with an armchair travel DPL2Go program. Dr. Jeng suggested connecting with Meals on Wheels, including the service on the 211 directory, and collaborate with SPAN to promote and expand the service. Ms. Everett noted that both print and A/V materials are sent through the homebound program, but interlibrary loan materials are difficult due to their unique circulation timeline issues.

### **C. LB18-008** Received report regarding circulation services

Kimberly Wells, Dee Brown, Robert Mitchell, and Jill Saltsman shared information about circulation services:

- Staffing levels: North Branch: 5 FT, 4 PT/ South Branch: 4 FT, 2 PT/ Emily Fowler: 4 FT, 2 PT
- Checkouts per branch in 2018: North Branch-309,489 / South Branch-286,735/ Emily Fowler-158,230
- Robert Mitchell discussed customer service and also talked about making individuals experiencing homelessness feel welcome and honoring policies and

procedures. Dee Brown noted that South Branch deals with the greatest number of out-of-city library patrons due to their proximity to Corinth.

**D. LB18-007** Approval of Library circulation Policy, last amended March 16, 2017

- Reviewed two significant changes
  - Renewals- can currently renew items 25 times; recommend changing to 10
  - Hold Limits- reduced from 35 to 25 holds
  - Slight changes to the fees
  - Will be effective March 15, 2019

Motion to approve the library strategic plan by Taylor. Seconded by Cantu. All approved.

**E. LB19-010** Received report from Friends of the Denton Public Library

Dr. Jeng went to January meeting. Appropriated nearly \$20,000 to the library. Upcoming sales May, August and November; next meeting April 11.

**F. LB190-009** Received a report regarding the Emily Fowler Library Foundation

No change

**G. LB19-013** Received reports and discussed

**Reading Resolution Program**-winter reading program at public request; Read Squared online platform; Jan. and Feb. program with goal of 3 books; 132 people registered; different demographic than summer program-adult heavy.

**Library Quarterly Update Newsletter**

Modeled on Parks Department; to send out to staff, Friends boards, and city staff.

**FY19/20 Library Budget Requests**

- Supplementary budget packages were due in January. Requested:
- New phone notification system (current system will no longer be supported) \$9,340
- Archive Space archival cataloging software (\$4,200)
- Funding to circulate hot spots through Tech Soup (\$4,338)
- Sound abatement at North Branch (\$28,000)

**New Library Committees and Task Forces**

- Diversity and inclusion task force (includes staff from different branches; staff is at different level). They will audit each program and make recommendations;
  - 2019- programs, physical collections, work environment
  - 2020- digital collections, library services, outreach services
  - Dr. Jeng suggested that library looks to fill gaps for veterans and students in poverty.
- Safety Committee

- Will add active shooter plans
- Safety kits/ defibrillator device check
- Training Taskforce
  - Developing lists of core training of all staff
  - Developing training required in each position
  - Micro-training- short trainings, webinars, etc.
  - Dr. Jeng suggested adding to training requirements to job descriptions

**Received a list of topics for future Library Board meetings**

- 2019 Library Board Guest Speakers and Topics

**H. LB19-012** Received report and discussed annual report and performance report for FY 2017-2018

- 95% service rating
- Majority of budget to staffing
- Highlights- Juneteenth; Summer Reading Challenge; Elevate Women in Business Program; Pete the Cat; Updated Classes and Events program; Teen and Youth programs
- Community- DPL2Go - Storytime on the Square; Quarterly visits to Robson Ranch; Partnered with UNT on the Square and TWU for program on O'Neal Ford; Eagle Scout did a butterfly garden at Fowler, E-Card access right away
- Resources- development of Teen Space at South Branch; Legacy Lab is purchasing duplicate; Discovery Kits (adding adult this year); digitizing *Doings in Denton* newsletter; Texas State Library and Archives Commission gives subsidy for transit service
- Performance Strengths and Opportunities reviewed

**3. CONCLUDING ITEMS**

Bekker announced that DPL received Dollar General Youth Reading program. \$1000 for books for youth at risks (summer school students)

Cantu motioned to adjourn. Margolis seconded. All approved.

**The Meeting adjournment at 7:03 p.m.**