



**CITY OF DENISON  
PUBLIC LIBRARY BOARD MEETING  
AGENDA**

**Tuesday, August 20, 2024**

After determining that a quorum is present, the Public Library Board of the City of Denison, Texas will convene in a Regular Meeting on **Tuesday, August 20, 2024, at 6:00 PM** in the Council Chambers at City Hall, 300 W. Main Street, Denison, Texas at which the following items will be considered:

**1. CALL TO ORDER**

**2. PUBLIC COMMENTS**

Citizens may speak on items listed on the Agenda. A “Request to Speak Card” should be completed and returned to the City Clerk upon arrival, prior to the Board reaching the Public Comment section of the agenda. Citizen comments are limited to three (3) minutes, unless otherwise required by law. Comments related to the Public Hearings listed below, will be heard when the specific hearing starts.

**3. ITEMS FOR INDIVIDUAL CONSIDERATION**

Citizens may speak on items listed on this agenda as Items For Individual Consideration. A “Request to Speak Card” should be completed and returned to the Board Secretary before the Board considers the item listed under Items For Individual Consideration. Citizen comments on Items For Individual Consideration are limited to three (3) minutes.

- A. Receive a report, hold a discussion, and take action on approving the Minutes from the meeting held on Tuesday, May 21st, 2024.
- B. Receive a report, hold a discussion, and take action on moving the Library Endowment Fund operating account to First United Bank.
- C. Receive a report, hold a discussion, and take action giving Library Director Greg Mitchell, Library Board Chair and Library Board Vice Chair signatory authority for the First United Library Endowment Fund operating account.
- D. Receive a report, hold a discussion, and take action on approving Library Director Greg Mitchell to request periodic, partial, withdrawals of the Library Endowment Fund yield.
- E. Receive a report, hold a discussion and take action regarding library news and events.

**4. ADJOURNMENT**

CERTIFICATION

I do hereby certify that a copy of this Notice of Meeting was posted on the front windows of City Hall readily accessible to the general public at all times and posted on the City of Denison website on the 16<sup>th</sup> day of August 2024.

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Karen L. Avery, Deputy City Clerk

In compliance with the Americans With Disabilities Act, the City of Denison will provide for reasonable accommodations for persons attending Public Library Board Meeting. To better serve you, requests should be received 48 hours prior to the meetings. Please contact the City Clerk's Office at 903-465-2720, Ext: 2437.



**CITY OF DENISON  
DENISON PUBLIC LIBRARY ADVISORY BOARD  
MINUTES**

**Tuesday, May 21<sup>st</sup>, 2024**

**1. CALL TO ORDER**

Announce the presence of a quorum.

Board Chair Todd Gruhn called the meeting to order at 6:02. Board members present were Jennifer Hardy, Rhonda McClure, Kody Emmons, Kristi Porter-Francis, and Zachary Bearden. Library Staff present were Library Director Greg Mitchell and Library Administrative Assistant Haley Powers.

**2. PUBLIC COMMENTS**

No Request to Speak Cards were received by this point in the meeting.

**3. ITEMS FOR INDIVIDUAL CONSIDERATION**

- A. Receive a report, hold a discussion, and take action on approving the Minutes from the meeting held on Tuesday, February 13<sup>th</sup>, 2024.

Board Action

On motion by board member Rhonda McClure, seconded by board member Kody Emmons, the Library Advisory Board approved the minutes from the Tuesday, February 13<sup>th</sup>, 2024, meeting.

- B. Receive a report from Todd Tidwell at First United and hold a discussion regarding bank transition.

Board Action

First United Financial Advisor Todd Tidwell discussed the bank transition. He advised that it was a slow process with a delay that worked in our favor. Todd stated when we first met in November of 2023, the Library Endowment Fund had approximately \$680,000. In the last part of the year, the account held approximately \$711,000. Simmons Bank liquidated the funds on 4/2/2024, and there was a big increase in the funds to approximately \$749,000. Right after First United Bank took the asset, the funds were in cash and not affected by a poor market during that time.

The fund holds approximately \$773,000 now and is 60% stocks and 40% bonds. Interest rates popped back up in April, and we are going to begin the process of moving the operating account from Simmons to First United. When we advise Todd Tidwell, the money will be moved. Assets are currently held at LPL financial. If we are interested in moving the operating account, one more step of documentation is needed. Todd mentioned the concern of dispersing the funds into the operating account quarterly or yearly. He said that we can ask him to disperse the funds at any time and he would be able to. Todd explained that we have a conservation bond portfolio of U.S. Treasury bonds. Todd Tidwell advised that to move the operating account from Simmons to First United he would need the signed minutes of this meeting.

Board Chair Todd Gruhn asked if we should discuss the movement of the account and signers on the account tonight. Board Member Rhonda McClure said we should. Board Chair Todd Gruhn asked if there was a motion to move the operating account to First United. Board Member Kody Emmons made the motion, Vice Chair Jennifer Hardy seconded the motion.

Todd Tidwell said that we should list trustees of board that would have signatory authority. Board Chair Todd Gruhn asked if anyone was opposed to the Board Chair and Vice Chair having signatory authority. Board Member McClure stated that Library Director Greg Mitchell, Board Chair Todd Gruhn, and Board Vice Chair Jennifer Hardy should have signatory authority. Board Member Emmons made the motion for the Library Director Greg Mitchell, Board Chair Todd Gruhn, and Vice Chair Jennifer Hardy to have signatory authority, and Board Member Kody Emmons seconded the motion. Todd Tidwell stated he will circle back and have Board Chair Todd Gruhn and Library Director Greg Mitchell sign documents to move the operating account.

Board Member Rhonda McClure asked if we would discuss the timing of the disbursements of the endowment account now. Board Chair Todd Gruhn said that we should discuss with Library Director Greg Mitchell. Library Director Greg Mitchell suggested, because of the three-year average, we should do quarterly. Board Chair Todd Gruhn asked for a motion to give Library Director Greg Mitchell discretion to request up to 5% of the three-year running average within a year's time. Motion to move by Board Member Jennifer and seconded by Board Member Kody Emmons.

- C. Receive a report and hold a discussion regarding Library news and events.

#### Board Action

Library Director Greg Mitchell began the recap of Library news and events since our last meeting in February. Greg stated that he completed the state accreditation and it had been signed by City Manager Bobby Atterbury, Board Chair Todd Gruhn, and himself. Greg stated we will get a notification in a month of the state library sending the recommendation to the Texas Commission.

Greg went on to discuss the success of the eclipse event, describing that the weather had been optimal, solar glasses were handed out, and the NASA live feed was aired. He also shared the positive comments received regarding the StoryWalk. He advised the large turn out for TMC lunch and learn events held by our Adult Programs Coordinator Zoe May. Greg advised Zoe has been working very hard with her programs at Mock Circle, Denison Senior Citizens Center, and family craft nights at the library. These programs are patron favorites.

Greg announced the Parks and Recreation Director Justin Eastwood's departure from the City of Denison on 6/7/2024 and invited Library Board Members to the farewell gathering.

Greg went into detail of the successful cooperation of the courtyard project with Texoma Workforce, Denison ISD, City of Denison Parks and Rec, and Twin Oaks Nursery. He advised there is progress in place to get on the agenda for a City Council meeting to recognize these outlets involved and a ribbon cutting with the Denison Chamber of Commerce at the Courtyard.

Greg announced the Denison Public Library has purchased inventory organizing equipment that will be a big help to the lending staff.

Greg also advised of the Summer Reading Club programs, including a performance by Will Parker and the Amazing Ramazinis. He advised the library is being proactive in booking winter activities and announced that the library will be having a Lit Con in February that will include a costume contest and, hopefully, a virtual reality gaming station.

Greg asks if there are any questions. Board Member Jennifer Hardy asked if we needed volunteers, and Greg said we would gladly accept volunteer help for our large events. Board Member Zachary Bearden stated that the library had been successful in the past getting attendance by video games and that the students from Denison ISD were so pleased with the courtyard project. Board Member McClure asked what was being done to get a book club started for adults with special needs. Greg said that Zoe has a contact for that, and we are working on getting that book club started. Board Member Rhonda McClure asked if we could have a bilingual story time. Greg stated we had someone who was willing to do a bilingual story time, but they were no longer available. Board Chair Todd Gruhn said that he had some scouts that might be interested in doing a bilingual story time and he would get their information to Greg. Board Member Rhonda McClure asked about a playground at the library. Greg said that is not impossible but would require additional funds.

#### **4. ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 6:46 p.m. Todd asked if there was a motion to end the meeting, Board Member

Jennifer Hardy made the motion and Board Member Rhonda McClure seconded the motion.

TODD GRUHN, Library Board Chair

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ATTEST:

Haley Powers, Administrative Assistant-Library

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