



## **MINUTES**

### **Library Board Special Meeting**

Prosper Community Library, Program Room

200 S. Main Street, Prosper, TX

Tuesday, March 4, 2025

**5:30 PM**

1. Call to Order / Roll Call.
  - a. Meeting was called to order at 5:33pm by Philipson.
  - b. Board members present: Andrew Cartwright, Lenorah Johnson, Jennifer Lawler, Mary Beth Randecker, Jennifer Wattenbarger
  - c. Board members absent: Katie Williams
  - d. Staff members present:
    - i. Gary Landeck (Library Director)
    - ii. Robyn Battle (Executive Director, Town of Prosper)
    - iii. Mario Canizares (Town Manager)
2. Consider and act upon the minutes of the February 20, 2025, Library Board Special Meeting.
  - a. Comma after Randecker (1b)
  - b. Remove 4a from official minutes
  - c. 5 edit to Philipson recommended to table further discussion until the next meeting.
  - d. Johnson motioned to approve the minutes as corrected; Randecker seconded; motion carried unanimously.
3. Comments by the public.
  - a. none
4. Discuss and consider formal approval of the Library Master Plan, including any stated conditions.
  - a. Johnson presented background on the history of, and the Board's interactions with the development of, the Library Master Plan and a summary of the Board's previous discussions
  - b. Landeck presented annotation of Library Master Plan edits to date
  - c. Landeck emphasized that Master Plan does not mean final plan; will serve as a guide
    - i. Goal is to make a case that we need a new facility and bring proposal forward to Bond Committee
  - d. Canizares committed to work with Landeck, Battle, and Library staff to gain additional information and data that have been requested by the Board but were

- not within the scope of the current Library Master Plan.
- e. Johnson opened the floor for further discussion
- f. Wattenbarger motioned to accept the Library Master Plan prepared by Library 720 Design and endorses a minimum of option 2 (49,000 sqft). Randecker seconds. Discussion around motion and further recommendations ensued.
  - i. Wattenbarger amended motion to: Board accepts the Library Master Plan as prepared by the Library and 720 Design and further
    - 1. Endorses a minimum of option 2
      - a. 49,000 sqft (\$49.9M with \$2.3M for additional expansion of collections) to be considered as part of the upcoming Bond process.
      - b. This minimum will support accreditation requirements, best practice standards, meet the goals and criteria for success by targeting an enhanced level of 0.8 sqft per capita to align with Texas Library Association standards.
    - 2. In addition, the Board makes the following recommendations:
      - a. An enhanced level for physical and digital collections as defined by the Texas Library Association (70% physical, 30% digital, 1.95 items per capita with increase to 2.04 per capita when Prosper population reaches 50k).
      - b. That the Town Council moves forward with a feasibility study for a Foundation to support the Library.
      - c. That a robust, data-driven analysis be undertaken before making specific recommendations for programming, budget, staffing, facility and collection design. Analysis should identify gaps and opportunities.
      - d. That work be undertaken to refine the Long Range Plan and include the 720 Design Master Plan Report as an input source to that exercise.
      - e. That library leadership engage stakeholders to envision the library of the future.
  - ii. Randecker seconded.
  - iii. Motion carried unanimously.
- 5. Provide feedback on the Library Director's presentation for the March 11 Town Council meeting.
  - a. Landeck overviewed draft presentation and Board provided comments.
  - b. Suggestion to have Library Board present the Board's recommendation to the Town Council. Philipson & Wattenbarger to represent the Board in their roles as Chair and Vice-Chair.
  - c. Direct invitation to attend the Town Council Meeting on March 11 at 6:15pm.
- 6. Future agenda items (carried over from previous meetings)
  - a. Question from Johnson- is it time to revisit going back to a monthly board meeting or more frequent meeting schedule?
  - b. Request to revisit materials selection policy
  - c. Revisit library renewals and ILL proposed policy changes
  - d. Revisit option of live streaming board meetings
  - e. Discuss amending bylaws to have secretary and chair sign minutes

f. Next scheduled meeting May 15, 2025.

7. Adjournment

- a. Johnson motioned to adjourn; Cartwright seconded. Motion carried unanimously.
- b. Meeting adjourned by Philipson at 7:32pm.



Danielle Philipson (Chair)

Date 05/21/25