TOWN OF PROSPER
A Place Where Everyone Matters

MINUTES

Library Board Meeting
EDC Building
121 W. Broadway, Prosper, TX
Thursday August 21, 2025
6:15 PM

1. Call to Order / Roll Call.
   a. Meeting was called to order at 6:15 pm by Philipson.
   b. Board members present: Danielle Philipson, Jennifer Lawler, Lenorah Johnson, Mary Beth Randecker, Jennifer Wattenbarger
   c. Board members absent: Andrew Cartwright, Katie Williams
   d. Staff members present:
      i. Gary Landeck (Library Director)
      ii. Rachel Reese (Library Assistant)

2. Consider and act upon the minutes of the June 12, 2025, Library Board Meeting.
   a. Randecker motioned to accept with corrections. Wattenbarger seconded. Motion carried unanimously.

3. Comments by the public. (none)

4. Staff projects update. (Reese)
   a. May programs to increase user engagement (1100 attendees).
      i. Mini golf, Glitter and Giggles Gala, I Spy tables, Bookmark contest.
   b. Active adults book club (partnership with Parks & Rec).

5. Director's report. (Landeck)
   a. Record 968 sign-ups for summer reading; ~200 completed the program.
   b. Hiring
      i. Update on hiring freeze; expected to lift Oct. 1.
      ii. New full-time librarian and part-time clerk to be hired after freeze is lifted.
      iii. Circulation supervisor position planned for 2026.
      iv. Board and Director expressed goal of building leadership within the staff to support work of and serve as backup for the Director.
   c. Update on FY26 budget and spending plans; expected to pass by Sept. 16.
   d. Storage unit will be closed by Sept. 30 and rental fee budget will roll into collection development (~$8000).
      i. Will improve accreditation standing from minimum 5% to ~7% of total spending. Continue to work towards 15% best practice.

e. Friday hours expected to expand to 6:00pm in Q1 2026.
f. Question from Johnson around how collection decisions are made.
    i. Landeck: We adhere to board-approved selection policy and make choices in the interest of the public.
    ii. Landeck: Regarding types of materials, we did run a report to see which parts of the collection are circulating the most (most popular include board books, picture books). Prioritize the categories that are circulating the most but need to balance growing the other pieces of the collection (example: adult non-fiction).
    iii. Johnson: Would like to consider in the context of the Long Range Plan. Consider different types of items as ways to drive traffic into the library.

6. Discuss the November 4 Bond Election.
    a. Question from Philipson around if the land acquisition element is connected to the library.
        i. Landeck: There is currently not land allocated for the library. We need more clarification for that piece, but it is not tied to the library facility. The propositions are completely separate.
    b. Question from Randecker around bond communication.
        i. There has been a press release, there will be signage, there's been electronic communication. A webpage has launched. Landeck will forward the links to the board.

7. Review of Board recommendations within the Library Master Plan.
    a. Comment by Johnson. There are elements and language in the Master Plan (sent to the board in advance of the meeting) which could be misinterpreted and are inconsistent with the language the board approved.
        i. Landeck: The copy attached may be incorrect version. Landeck to confirm that the correct version has the approved language.
    b. Landeck would like to review Long Range Plan with Library Master Plan as one potential source document and open discussion with the Board.
        i. What are the guiding principles for a new Long Range Plan? What would the framework look like? How do we begin to prioritize whether or not the bond passes?
    c. Philipson recommends each Board member identifying top 5 elements to work on which September 2025 through August 2026 which can be discussed at upcoming board meetings.
        i. Philipson would like to address getting information from the community; being intentional about having representation of opinions from throughout the community.

8. Board meeting frequency and topics.
    a. Lawler motions to meet monthly in accordance with the Bylaws. Randecker 2nds. Motion carries unanimously.
    b. Landeck to follow-up on website dates and meeting posting.
    c. Next meeting planned for Sept. 18.

9. Request for future agenda items.
    a. Review library policies and proposed changes including material selection policy,

library renewals and ILL.

b. Revisit option of live streaming board meetings.
c. Discuss amending bylaws to have secretary and chair sign minutes.
d. Long range plan follow-up.

10. Adjourn.
    a. Lawler motioned to adjourn; Johnson 2nd. Motion carried unanimously.
    b. Meeting adjourned by Philipson at 7:25 pm.

Jennifer Lawler

Jennifer Lawler (Secretary) Date