



**MINUTES**  
**Library Board Meeting**  
Prosper Town Hall, Program Room  
250 W. First Street, Prosper, TX  
Thursday, November 21st, 2024  
**6:15 PM**

**1) Call to Order / Roll Call**

- a) Meeting was called to order at 6:17pm by Philipson.
- b) Board members present:
  - i) Andrew Cartwright, Jennifer Lawler, Lenorah Johnson, Danielle Philipson, Jennifer Wattenbarger, Katie Williams
- c) Board members absent:
  - i) Mary Beth Randecker
- d) Staff members present:
  - i) Gary Landeck (Library Director)

**2) Consider and act upon Election of Officers**

- a) Johnson motioned to consider and act upon Philipson as chair, Wattenbarger as vice-chair, Lawler as secretary. Cartwright seconded. Motion passed unanimously.

**3) Consider and act upon the minutes of the August 15, 2024, Library Board meeting.**

- a) Corrections:
  - i) "Conference" in Minutes header
  - ii) 2025 "Boar" Meeting Dates
- b) Wattenbarger motioned to submit corrections to Lawler and approve at next meeting; Williams seconded. Motion passed unanimously.

**4) Comments by the public.**

- a) None

**5) Discuss and receive updates regarding:**

- a) Master plan
  - i) 720 Design update- working on a final report to present to council January 14. Will present to Library Board first, week of January 6. Will require a special meeting of the Library Board.
    - (1) Johnson requested paper copy to review prior to a potential meeting.

- (2) Landeck to request draft from 720 Design.
- b) Director reports (Per Landeck Library Director's Update)
  - i) Leadership Transition & Role Refinement
    - (1) Landeck started as new director September 16
  - ii) Organizational Development
    - (1) Updating Lost/Damaged procedures to align with neighboring libraries
    - (2) Weeding & Collection Development
      - (a) Weeded books being sent to Texas Book Consignment; for books which are sold, 40% of proceeds will go to the Town (general fund)
      - (b) Discussion ensued around weeding guidance and materials selection policies.
    - (3) Updating READ posters
    - (4) Expanded hours—exploring a plan to extend Friday and Saturday hours until 5 or 6pm with a potential budget request for FY26.
  - iii) Technology & Innovation- exploring AI integration to streamline processes and improve decision-making
  - iv) Programming & Community Engagement
    - (1) Question from LJ around potential for Library to engage with Prosper Exchange.
  - v) Communication & Leadership Style Additional Updates & Staffing Changes
  - vi) Items for Discussion & Action
    - (1) Proposed changes to the "Renewals" and "Interlibrary Loan" sections of the Policies Handbook
      - (a) Renewals Section suggested revision: *All eligible materials will be automatically renewed once if they are not on hold for another patron. After this automatic renewal, the time must be returned by its updated due date.*
        - (i) Discussion around pros and cons of policy change including prior issues with limited shelf material available in the Children's section.
        - (ii) Question from JW around number of renewals currently requested. GL to look to provide data to inform decision for next meeting.
        - (iii) Table until next meeting.
      - (b) Interlibrary Loan Section suggested revision- current policy implies that we will always charge postage on requests. Would like to soften language to state that fee *may* be charged.
        - (i) Discussion around ambiguity and timing of patron

being informed of fee. Suggestion to add more specificity.

(ii) GL to bring more information to next meeting.

(iii) Table until next meeting.

(2) Approval of 2025 holiday hours

(a) Change from 2024 to stay open on Saturday prior to Easter and following Thanksgiving holidays; Early closing hours (6pm) Mon- Thurs the weeks of Christmas and New Year's holidays.

(i) JL motions to approve holiday hours; JW second.  
Motion passes unanimously.

**6) Future meetings and request for future agenda items**

a) Question from Johnson- is it time to revisit going back to a monthly board meeting or more frequent meeting schedule?

b) Special meeting to be scheduled in January; next regularly scheduled meeting Feb. 20, 2025

c) Request to revisit materials selection policies

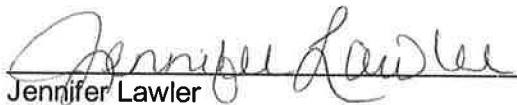
d) Revisit Library renewals and ILL proposed policy changes

e) Revisit option of livestreaming board meetings

**7) Adjournment**

a) Williams motioned to adjourn; Cartwright second. Motion unanimously approved.

b) Meeting adjourned by Philipson at 7:50pm.

 \_\_\_\_\_ 1/7/25  
Jennifer Lawler Date