

LIBRARY BOARD

MEETING AGENDA

SEPTEMBER 28, 2022, 7:00 PM

LIBRARY BOARD REGULAR MEETING

LIBRARY BUILDING - 501 BOLIVER STREET, SANGER, TEXAS



CALL THE REGULAR MEETING TO ORDER AND ESTABLISH A QUORUM

CITIZENS COMMENTS

This is an opportunity for citizens to address the Board on any matter. Comments related to public hearings will be heard when the specific hearing begins. Citizens are allowed 3 minutes to speak. Each speaker must complete the Speaker's Form and include the topic(s) to be presented. Citizens who wish to address the Board with regard to matters on the agenda will be received at the time the item is considered. The Board is not allowed to converse, deliberate or take action on any matter presented during citizen input.

CONSENT AGENDA

All items on the Consent Agenda will be acted upon by one vote without being discussed separately unless requested by a Board member to remove the item(s) for additional discussion. Any items removed from the Consent Agenda will be taken up for individual consideration.

- [1.](#) Approval of the minutes of July 28, 2022 meeting
- [2.](#) Director's Report

ACTION ITEMS

3. Consider, nominate and appoint a board secretary
- [4.](#) Consideration and possible action on draft of Proposal for use of building adjacent to library (311 5th St.)

FUTURE AGENDA ITEMS

The purpose of this item is to allow the Chair and Board members to bring forward items they wish to discuss at a future meeting, A Board member may inquire about a subject for which notice has not been given. A statement of specific factual information or the recitation of existing policy may be given. Any deliberation shall be limited to a proposal to place the subject on an agenda for a subsequent meeting. Items may be placed on a future meeting agenda with a consensus of the Board or at the call of the Chair.

INFORMATIONAL ITEMS

Information Items are for informational purposes only. No action may be taken on items listed under this portion of the agenda.

ADJOURN

NOTE: The Board reserves the right to adjourn into Executive Session as authorized by Texas Government Code, Section 551.001, et seq. (The Texas Open Meetings Act) on any item on its open meeting agenda in accordance with the Texas Open Meetings Act, including, without limitation Sections 551.071-551.087 of the Texas Open Meetings Act.

CERTIFICATION

I certify that a copy of this meeting notice was posted on the bulletin board at the Sanger Public Library is readily accessible to the general public at all times and posted on the City of Sanger website on September 23, 2022, at 5:30 PM.

/s/ Audrey Tolle
Audrey Tolle, Librarian

The Library is wheelchair accessible. Request for additional accommodations or sign interpretation or other special assistance for disabled attendees must be requested 48 hours prior to the meeting by contacting the City Secretary's Office at 940.458.7930.

Sanger Public Library Board

Meeting Minutes

July 28, 2022

Members present: Judie Rodgers (Chair), Suzanne Sellers, Libby Dorn, Audrey Tolle (ex-officio)

Members absent: Erica Kaufman

Meeting was called to order at 7:11pm

1. Introduction of new board member Libby Dorn

2. Library Director's Report—Audrey Tolle

After the presentation of the report, members discussed the summer reading program, Friends of the Library activities, NTLC Consortium changes and their impact, and the weeding and cleaning of the DVD collection.

3. Donation Policy

The draft policy was presented to the board. Brief discussion among board members on the need for the policy and the policy context. Motion to approve policy made by Suzanne Sellers, seconded by Libby Dorn, vote taken 3 yeas, 0 nays, 0 abstentions. Policy approved.

4. Hotspot Checkout Policy

The draft policy and the accompanying patron agreement form were presented to the board. Brief discussion among board members on the grant that was received to purchase the hotspots and the sustainability of the service. Discussion of the use of hotspots at other small rural libraries and the context of the policy and agreement form. Motion to approve policy and form made by Suzanne Sellers, seconded by Libby Dorn, vote taken 3 yeas, 0 nays, 0 abstentions. Policy and Agreement Form approved.

5. New Business

- Still have one vacancy on the board. Discussion of criteria for eligibility. Members will try to help Audrey find eligible individuals who would like to serve.

Meeting adjourned 7:49pm

Minutes submitted by Suzanne Sellers



LIBRARY BOARD COMMUNICATION

DATE: September 28, 2022

FROM: Audrey Tolle, Director of Library

AGENDA ITEM: Director's Report

SUMMARY:

- Fall programming is underway, with high attendance at the weekly Preschool Storytimes, monthly Legos, and monthly Book Club. Legos in particular brought in a total of 19, including 11 children, 4 tweens/teens, and 4 adults. The new monthly Art Afternoon for tweens and teens is on the calendar for the last Tuesday of the month, as well as Library Babies Storytime.
- A new monthly Junior Master Gardener program, SWAt (Science with Attitude) will be offered for kindergarteners-5th graders beginning in October. The first program will show children how to use grass seed and soil to create a "Chia-like" plant person to take home.
- One of our part-time staff members left at the end of August to care for a new grandchild. The position was posted over two weeks ago, and we have received one application so far.
- The library staff have placed an above average number of orders for books and other materials, both for replacements and new items, as the end of the fiscal year approaches.
- A new online service, Ferguson's Career Guidance Center, will be offered beginning next month.
- The Friends group would like to have Donation Days in October for books to be sold in grab bags during Sanger Sellabration. They will likely need volunteers for these activities.

FISCAL INFORMATION:

Budgeted: YES/NO

Amount: \$0.00

GL Account: XXX.XX.XXXX

RECOMMENDED MOTION OR ACTION:

N/A

ATTACHMENTS:

N/A



LIBRARY BOARD COMMUNICATION

DATE: September 28, 2022

FROM: Audrey Tolle, Director of Library

AGENDA ITEM: Draft of Proposal for use of building adjacent to library (311 5th St.)

SUMMARY:

- The library has need of additional space to store books and other materials, and the Friends of the Library need a place where they can receive, sort, and house books for future book sales. It seems appropriate that the library should use the vacant building next door, which was deeded to the Sanger Public Library many years ago.
- In addition to storing extra books, the library would also like to start a “Library of Things.” An ECF grant was received for hotspots to check out, and staff is planning to purchase several other types of electronic equipment to circulate such as DVD players and scanners. We would like to offer a variety of other practical items to loan, such as fishing poles and post-hole diggers.
- The Sanger Friends of the Library has a new president, Beth Sullivan, who has new ideas and enthusiasm. She is trying to get more people involved, and having the goal of creating a physical space for Friends’ sales would give them a more tangible purpose. It would also help generate more income that would benefit the library.
- The building would only be occupied briefly during times when volunteers and/or staff are accepting donations, sorting and organizing, and during occasional book sales. Both the library’s management and the Friends are open to contributing funds to be put towards repairs and basic improvements such as window air-conditioning units and a new garage opener. The requirements to bring the building to code are unknown at this time, but city administration researched this subject for other uses and would be able to provide guidance.
- Contingent on approval of this proposal and necessary repairs being completed in a timely manner, the library and its Friends group would begin setting up the space in early 2023. The front room would be used for book sale shelves and a small reception area. For heating, an electric fireplace/stove could be added to the opening in the front wall. The room behind it would also be

used for book sale shelves as well as items in the Library of Things collection. Some shelves and hooks would need to be mounted on at least one of the walls for Library of Things items.

- The space behind the garage door would be a receiving and sorting area for donations. Tables and carts would be kept in this room. We are aware that there may be a safety issue with the garage door, as it is not only difficult to raise but doesn't always stay up; it may require new springs and/or rollers in addition to an opener.
- A sign outside the building would of course be needed, and we would want to make the most of this opportunity to increase the visibility of the library by also improving the library building's signage facing 5th Street. If we are able to use this space for the purposes stated above, it could easily increase awareness of the library's presence in the community and its need for more space in the future.

FISCAL INFORMATION:

Budgeted: YES/NO

Amount: Not yet known

GL Account: XXX.XX.XXXX

RECOMMENDED MOTION OR ACTION:

Recommend consideration of and approval of proposal with changes if needed.

ATTACHMENTS:

N/A