

LIBRARY BOARD

MEETING AGENDA

NOVEMBER 29, 2023, 6:30 PM

LIBRARY BOARD REGULAR MEETING

LIBRARY BUILDING - 501 BOLIVAR 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.](#) Consideration and possible action on library board minutes from 5/24/23.

LIBRARIAN'S REPORT

- [2.](#) Director's Report

DISCUSSION ITEMS

3. Presentation and Discussion or Discussion regarding the creation, circulation and maintenance of non-traditional items collection known as a "library of things".
4. Presentation and Discussion or Discussion regarding the possibility of changing the library's business hours.

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 City Hall that is readily accessible to the general public at all times and was posted on the City of Sanger website on November 26, 2023, at 4:30 PM.

_____/s/ Laura Klenke_____
Laura Klenke, Library Director

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.

LIBRARY BOARD MEETING MINUTES



MAY 24, 2023, 7:00 PM

LIBRARY BOARD REGULAR MEETING LIBRARY BUILDING - 501 BOLIVER STREET,
SANGER, TEXAS

CALL THE REGULAR MEETING TO ORDER AND ESTABLISH A QUORUM

Board Chair Rodgers called the meeting to order at 7:20 p.m.

COUNCILMEMBERS PRESENT

Board Member, Place 1	Vacant
Board Member, Place 2	Suzanne Sellers
Board Member Chair, Place 3	Judith Rodgers
Board Member, Place 4	Libby Dorn
Board Member, Place 5	Erica Kaufman

BOARD MEMBERS ABSENT

None

STAFF MEMBERS PRESENT:

Laura Klenke, Librarian

CITIZENS COMMENTS

No one addressed the Board.

CONSENT AGENDA

1. Consideration and possible action on library board minutes from 9/28/22.

Motion to approve the 9/28/22 meeting minutes made by Board Member Kaufman,
Seconded by Board Member Dorn.

Voting Yea: Board Member Rodgers.

Abstaining: Board Member Sellers due to absence from 9/28/22 meeting. Motion
passed unanimously.

2. Consideration and possible action on library board minutes from 1/25/23 Motion to approve the 1/25 23 meeting minutes made by Board Member Sellers, Seconded by Board Member Dorn.
Voting Yea: Board Member Rodgers and Board Member Kaufman. Motion passed unanimously.

LIBRARIAN'S REPORT

Librarian Klenke provided an overview of the report.

Discussion ensued regarding welcoming Librarian Klenke to her new position as Sanger Library Director. Some minor discussion ensued about the increase and importance of homeschooling support. Librarian Klenke discussed the new City Performance Measures and her plan to provide data for the library.

ACTION ITEMS

3. Consideration and possible action on approving a flat fee for inter-library loans (ILL).

Discussion ensued regarding the shrinking number of Consortium Partners and the importance of providing needed materials to Sanger Public Library patrons for a flat one dollar fee regardless of postage method.

Motion to approve made by Board Member Sellers, Seconded by Board Member Kaufman. Voting Yea: Board Member Dorn and Board Member Rodgers. Motion passed unanimously.

4. Consideration and possible action on policy for Hotspot Checkout.

Discussion ensued regarding the necessary reduction of available hotspots for circulation. With a lower supply but increasing demand for hotspots there is some necessity for altering the checkout policy to address renewals and waiting periods.

Motion made by Board Member Sellers to amend Sanger Public Library Hotspot Checkout Policy bullet point number five and Sanger Public Library Hotspot Patron Agreement Form bullet point number one to add that there is a fourteen-day waiting period for rechecking hotspots after the maximum number of renewals is exceeded, Seconded by Board Member Dorn. Voting Yea: Board Member Rodgers and Board Member Kaufman.
Motion passed unanimously.

5. Presentation and Discussion or Discussion regarding long overdue materials.

Discussion ensued regarding the library no fine policy and a shift in patron behavior to keeping materials long overdue without acknowledging the impact such behavior has on other library patrons. A suggestion was made that a long overdue list could be run and patrons with long overdue items could have their checkout status reduced to one item at a time. There was further discussion about how to present the policy change and emailing or texting patrons to let them know about the consequences. Discussion tabled until next meeting.

FUTURE AGENDA ITEMS

Long overdue materials.

INFORMATIONAL ITEMS

None provided.

ADJOURN

Board member Sellers adjourned the meeting at 8:45 pm.

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 City Hall that is readily accessible to the general public at all times and was posted on the City of Sanger website on May 18, 2023, at 4:45 PM.

/s/ Laura Klenke

Laura Klenke, Library Director

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LIBRARY BOARD COMMUNICATION

DATE: November 29, 2023
FROM: Laura Klenke, Library Director
AGENDA ITEM: Director's Report

SUMMARY:

- August was a busy month for the library. The library restrooms, children's area and foyer received a much-needed makeover. Staff assisted with preparing and painting these areas with a fresh coat of new paint. We replaced the restroom mirrors and added stepstools. In addition, the foyer and bathroom tile were professionally cleaned.
- Friends of the Library volunteer, Bryce Myerhoff helped install new slat wall panels throughout the library.
- Our former Friends of the Library President, Roy Hawthorne volunteered his time assembling our new wooden bookcase. It now houses our leased book collection.
- Library staff completed a full inventory of all 18,000 items for the first time in over 10 years. We hope to continue this practice regularly to maintain an accurate catalog of materials.
- September was Library Card Sign-up Month. This year we tried something new, entering all new cardholders for a chance to win a gift card at the end of the month. We're looking to repeat it next year, with ways we can encourage current patrons to tell their friends and family to become library card members!
- We debuted a new program Toddler Time, which encourages creativity and learning, with sensory play, cooperative building with unit blocks and word play with search and find alphabet letters. We have received positive feedback from attendees.
- We've decided to take a different approach to tween and teen programming. Instead of having a fixed activity, like we've had in the past, we're changing the activity monthly. September, we had board games, October we had a spooky mystery snack of bugs and insects and this November we will have a chainmail craft. The approach seems to be helping to keep things fresh for the tweens and teens.

- October was Star Wars reads month; the library had a special event to celebrate all things Star Wars. Mandalorian Mercs Costume Club stopped by to join in on the fun. We had a galaxy themed storytime read by a Jedi master, crafts, photo booth and scavenger hunt. Attendees had an opportunity to win a Star Wars themed door prize, which included a baby Yoda backpack, Star Wars poster, Lego set and books!
- Aaron Evans of Yahweh Pottery was very kind to sponsor another pottery class for adults in October. Participants were thrilled with their beautiful creations. Many of them made mugs, dishes and decorative pieces.

STAFF UPDATES:

- We welcomed our new Technical Services Specialist, Carissa Malmgren in September. Carissa has been an integral part of our consortium for several years, serving as Secretary and on multiple committees. She has identified possible ways to strengthen our collection, and is currently in the process of
- Jesse our part time assistant resigned in October due to health issues. We have filled his prior position with a new part-time staff member – Theresa Hammond. She is helping us with organizing our financial and library data. Much of it is needed for the annual report and future performance measures.
- We have hired a temporary part-time staff member, Sarah Phelps who will be with us through the end of January. She will be helping us with our relabeling project and front desk operations.
- After serving the library for 23 years, Lynne Smiland has notified us of her intention to retire in February. We will miss her greatly!

OTHER NEWS:

- Our digital usage of ebooks and audiobooks has been steadily increasing. We're looking at possibly expanding our services with another product – Cloudlibrary. It has a similar business model like Libby but holds can only be placed on our items. There is a Texas cloudlink group of 65+ libraries we could join but it has specific requirements for joining and maintaining membership.
- At the end of September, we purchased three scholarships for Gale's Excel High School Diploma program. The program is a fully accredited high school diploma program for adults. We hope to have at least one student enrolled next year. We have four years to enroll a student in the program. All of the coursework is done online and Gale has onboarding resources for new libraries.

FISCAL INFORMATION:

Budgeted: YES/NO

Amount: \$0.00

GL Account: XXX.XX.XXXX

RECOMMENDED MOTION OR ACTION:

N/A

ATTACHMENTS:

N/A