

MINUTES
CITY OF DENTON
DENTON PUBLIC LIBRARY BOARD
Council Work Session Room at City Hall – January 14, 2021

After determining that a quorum was present, the Denton Public Library Board convened on Thursday, January 14, 2021 at 2:00 p.m. The meeting was held at the Council Work Session Room at City Hall, 215 E. McKinney Street, Denton, Texas. President Jean Greenlaw, Secretary Kate Margolis and Members Jim Owen, and Ling Jeng participated in the meeting via video/teleconference.

PRESENT: Jean Greenlaw, Jim Owen, Ling Jeng, Kate Margolis

ABSENT: Benjamin Huttash, Laura Cantu

STAFF PRESENT: Jennifer Bekker

GUESTS: None

1. PRESENTATION FROM MEMBERS OF THE PUBLIC

NONE

2. ITEMS FOR CONSIDERATION

A. LB21-005 The minutes from the October 7, 2020 board meeting were approved. (Jeng motioned, Owen 2nd)

B. LB21-001 The Foundation currently has a \$100,000 CD came to maturity in April 2020. The CD was rolled over. A donation of \$30 was received in November 2020. The Foundation checking account has a balance of \$1,091.51 as of the latest statement in December 2020.

The Foundation name will be included in the donor wall design in the Nook Park outside the Emily Fowler Central Library in recognition for their \$15,000 contribution, which came from the Foundation's checking account, to the outdoor reading and performance area.

C. LB21-002 Due to the COVID-19 pandemic, the Friends of the Denton Public Libraries cancelled their 2020 in- person meetings and book sales after February. Their Secondhand Prose book store at North Branch remains closed until further notice and did not reopen in 2020. The Friends Executive Board is voting by e-mail regarding a proposal to reduce the number of members on its Executive Board from 16 members to 10 members, with the reduction happening over time as current Board members resign. The organization is also discussing its regularly scheduled February Book Sale meeting for 2021 and considering cancelling the event as the library does not anticipate the North Branch Library open for walk-in services by the first weekend in February.

The Friends have notified the library that they will be able to give the library \$10,000 in funding for library projects in 2021 (usual amount is about \$20,000). The library is developing a project proposal for the Friends for \$6,000 of funding for Summer Reading Challenge prize books

at this time. If the Friends are able to raise more in 2021 through book sales, the library will look at a proposal to use more of the \$10,000.

D. LB21-003

Library facilities closed in March 2020 due to the COVID-19 pandemic. The library quickly pivoted to begin providing curbside hold pickup and promote virtual services. (Digital material was 30% of the library's circulation from March-December of 2020, compared with 11% of circulation March-December 2019.) The library developed a phased reopening plan and began moving forward with Phase 3, with walk-in Grab& Go browsing and checkout, first-come and first-served computer access in June and again in October. A rapid spike in COVID cases caused the library to return to curbside hold pickup and appointment-based computer and internet access again in November.

Participants in the 2020 Summer Reading Challenge who have yet to pick up their prize books will be getting an email with two options to get books. The two options being offered in the e-mail are to fill out a brief form to get a librarian-selected book now via curbside pickup or to wait until branches reopen and pick up a book (through the end of April – to be revised if needed).

The 2021 Summer Reading theme is “Tales and Tails” (animal stories).

E. LB21-004

The Emily Fowler Library moving project is nearing completion. All materials have been moved to their new locations. Public access computers have also been moved and the final steps have been completed to make public computers and printing available via appointment. Once painting touch-ups are completed, photos and displays will be hung. Tables, chairs, and lounge seating has been moved to the program room or grouped in open areas during COVID modified services. A photo walkthrough of the move is attached as Exhibit 2. Teen materials are upstairs at top of stairs, with juvenile fiction and nonfiction to the right, picture books and an interactive play area past that. Moving back will be Spanish youth materials and magazines, special collections, languages and biographies and then adult fiction and adult nonfiction.

Denton Public Library was awarded several grants for FY20/21.

- North Texas Book Festival Grant \$1,000 to replace worn board books and children's titles at North Branch—*Materials have been ordered and received. Final processing of materials is being completed.*
- Texas Book Festival Grant \$2,500 to replace worn youth, teen, and adult titles at Emily Fowler Central Library—*Materials have been ordered and received. Final processing of materials is being completed.*

- TSLAC TexTreasures Grant \$24,820 to digitize issues of the DRC from 1939-1954. UNT Digital Libraries does the digitization process as DPL does not have the high-resolution equipment that is needed. The grant covers the entire cost of the project. —*Library staff has sent 20 rolls of microfilm to UNT in November 2020. UNT Libraries are digitizing the microfilm.*
- TSLAC Special Projects Grant \$54,058 to move and expand The Forge Makerspace at the North Branch Library. —*The Facilities department has coordinated the electrical updates to the new room. The two ranges of reference shelving have been moved out of the new Makerspace room. New computer tables, collaboration tables, and four clear-front storage cabinets have been ordered. Maker equipment will be ordered throughout January 2021.*
- A Denton Benefit League grant \$7,307.71 for “1000 books by Kindergarten” guided incentive program for infants, toddlers and preschoolers
- TSLAC CARES Grant \$20,929 to expand Wi-Fi to parking lot and Nook, purchase of additional hot spots to loan and \$7,500 to purchase additional digital materials (eBooks and audiobooks).

The library uses a contract courier service to transport materials between branches. Transported materials include holds, items returning to their home branch, and new materials going to branches after cataloging and processing. The service is going to bid to meet purchasing regulations.

As reported in the October 2020 Library Board meeting, library branches are moving to a one-desk service model. It was planned that staff would begin cross training to learn core competencies for both circulation and reference services this fall. As the libraries returned to curbside pickup and computer appointments, library staff also transitioned to remote and onsite work schedule rotations to reduce staff interaction. As fewer staff are in the building and the department is working to reduce staff interactions, the cross training has been delayed. The cross-training plans are in place. Staff hopes to return to onsite schedules as the COVID numbers for Denton begin to decline. Cross training will begin once more staff are scheduled onsite regularly.

The library is finalizing the purchasing process and contract for updated RFID technology, including new self-check machines for the branches, automated return chutes, RFID pads for checkout/check in, and new security gates. The contract is expected to go to City Council in February 2021.

The City of Denton implemented a new copier contract last Spring. Library public copiers also perform public fax service and have a coin box payment system attached. Library staff has been working with the vendor to get the public copy and fax service up and running with an

upgraded payment system that accepts coins, bills, and credit cards. The equipment has been installed, but the vendor has some troubleshooting to do to get the services activated. Once they are working, the library plans to offer copy and fax appointments to the public.

The 2021 Spring Classes & Events list is attached as Exhibit 3. It includes proposed programs February-April. The library is seeking input from the Library Board regarding the proposed programs and direction for future programming at the Library. In addition to those in the attached, the following teen programs have been added: Virtual Dungeons and Dragons, Virtual Super Smash Brothers Tournament, Virtual Teen Advisory Board meeting for South Branch, and Virtual Among Us game days. And a youth story time in honor of International Transgender Day of Visibility.

Proposed programs were approved by the board (Margolis moved, Greenlaw 2nd, no opposed).

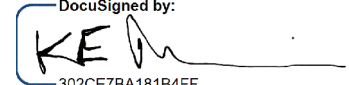
The Library's 2020 Strategic Plan action items are listed in Exhibit 4. Items are noted as complete, in process, or not achieved with a respective green, yellow, or red color under each action item. Despite COVID-19 disrupting services and plans, a significant number of items were completed in 2020. Items that were unable to be completed in 2020 have been included in the 2021 proposed action items. Proposed 2021 Strategic Plan action items can be found in Exhibit 5.

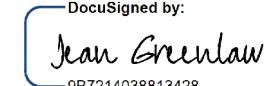
The board approved moving forward with the action items (Owen motioned, Margolis 2nd, no opposed).

3. CONCLUDING ITEMS

None

The Meeting adjourned at 2:27 p.m.

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Kate Margolis, Secretary

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Dr. Jean Greenlaw, President