

MINUTES  
CITY OF DENTON  
DENTON PUBLIC LIBRARY BOARD  
Council Work Session Room at City Hall – October 7, 2020

After determining that a quorum was present, the Denton Public Library Board convened into an open meeting via video teleconference on Wednesday, October 7, 2020 at 1:08 p.m. in the Council Work Session Room at City Hall, 215 E. McKinney Street, Denton, Texas. President Jean Greenlaw, Secretary Kate Margolis and Members Laura Cantu, Jim Owen, and Ling Jeng participated in the meeting via video/teleconference.

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

ABSENT: Benjamin Huttash

STAFF PRESENT: Jennifer Bekker

GUESTS: None

**1. PRESENTATION FROM MEMBERS OF THE PUBLIC**

NONE

**2. ITEMS FOR CONSIDERATION**

**A. LB20-023** The minutes from the March 9, 2020 board meeting were approved. (Cantu motion, Margolis 2<sup>nd</sup>)

**B. LB20-018** Due to the COVID-19 pandemic, the Friends of the Denton Public Libraries cancelled all of their 2020 in-person meetings and book sales. The book store remains closed until further notice. A virtual meeting is being planned for later this month, to look at 2021.

The Friends have notified the library that they will be able to give the library \$10,000 in funding for library projects in 2021 (compared to \$20,000 they gave for 2020). Summer Reading Club participation was down, so there will likely be leftover prize books to put toward 2021's reading club.

**C. LB20-022** The Foundation gave \$15,000 to the Nook Park project at Emily Fowler Central Library. The project is nearing completion, and the recognition plaques for the Foundation and additional individual donors are being made.

**D. LB20-020** Because of the delay of the election for Denton Mayor and open City Council positions to November 3, 2020, the Board and Commission appointments will be delayed until early 2021. Nominations and elections for the Library Board officer positions will take place after Library Board appointments have been made in 2021.

**E. LB20-019** On Monday, October 5, North Branch Library expanded services to include Phase 3 reopening services, including walk-in grab & go browsing and checkout and first-come, first-served computer access. South Branch Library will move to Phase 3 services on October 19. Emily Fowler

Central Library will move to Phase 3 services in early November, an exact date has yet to be decided, because of the moving project happening now of rearranging shelving units and computers. Once open for walk-in service, curbside hold pickup service will become unavailable at South Branch Library and Emily Fowler Central Library. For patrons who would still prefer to use contactless service, the North Branch drive-thru window will continue to operate as a pick-up and drop-off location. Hours will expand after all three libraries have entered phase 3. Until then, hours will remain the same as the curbside hours have been: Monday-Saturday, 10:00 a.m. – 5:00p.m.

Interlibrary Loan is functioning already, 3D print ordering and pickup will commence with phase 3 and Summer Reading Club prize pickup will be available. Access to Study Rooms and Meeting Rooms will become available later, probably January, as COVID-19 safety recommendations allow.

#### **F. LB20-021**

The existing circulation policy was updated to include the new DISD Student Books2Go account type. A correction was also made on page 2 to correct the number of items that can be checked out with a Temporary Resident Card.

The changes were approved. (Cantu motion, Jeng second)

#### **G. LB20-017**

COVID-19 caused the Library to analyze and reevaluate operations, staffing, and services, and the Library went through a reorganization. Went back to one manager per branch. Jess Turner is new North Branch Manager, Kimberly Wells continues as Emily Fowler Branch Manager, and Stacey Sizemore is South Branch Manager. There is also still a Technical Services Manager, Jennifer Reeves. The Circulation Team Leaders, who had already been responsible for daily operations of the circulation team at each branch were promoted to Circulation Supervisors and now directly supervise the circulation LAIIs. The Assistant Branch Manager at North Branch manages the operations of The Forge Makerspace, is supporting programming across the system, and also serving as a grants manager and grants liaison with the city.

All Library Assistant I (traditionally worked with circulation) staff members were promoted to Library Assistant II (traditionally assisted with reference staff and programs) positions. Cross-training will happen to insure all staff are trained in certain core competencies. Physical changes to service desks will be made to move toward the “One Desk” model. The North Branch Library is now using the large circulation desk for all service needs.

Nook Park is nearing completion. The exit door from the library that is near the Nook will be widened and otherwise altered to be an ADA-compliant door.

The Library Department budget had no cuts for FY2021, and there was a \$5,000 addition to the Emily Fowler Central Library's budget for archival supplies. One-time funding for RFID updates was included as well. Loss of 2 FTEs – one FT librarian and 2 part time Library Assistants were cut as part of the reorganization. Will re-address staffing needs when budget for FY2122 is discussed.

The Library has been awarded the following grants since the last Library Board meeting (March 2020):

- North Texas Book Festival Grant \$1,000 to replace board books at North Branch
- Texas Book Festival Grant \$2,500 to replace worn youth, teen, and adult titles at Emily Fowler Central Library
- TSLAC TexTreasures Grant \$24,820 to digitize issues of the Denton Record Chronicle from 1939-1954. The same amount was awarded last year to begin the project, this is a continuation.
- TSLAC Special Projects Grant \$54,058 to move and expand The Forge Makerspace at the North Branch Library. The grant covers new equipment and furniture. Will include an engraving machine, a tabletop enclosed CNC carver, a dual extruder 3D printer (can print in 2 colors), a small 3D scanner, glass-front storage cabinets, a mobile service desk, collaboration tables, new computer tables, and reservation software to manage reservations for equipment use. The library also acquired a t-shirt press that was no longer needed by another city department which will be added to the maker space. In addition, other equipment previously used by staff only, including a die cutter, will be added to the space for public use.

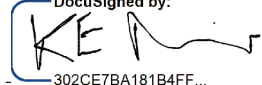
Denton Public Library partnered with DentonISD to create a Books2Go account. During the DISD school registration process, parents or guardians of DISD students who did not have a full-service DPL account, could opt-in to get a Books2Go account with the Denton Public Library. The account allows the student to place up to 3 holds and check out up to 3 items at a time, login to library public computers, and access all of the online resources. As of September 25, 181 Books2Go accounts had been activated.

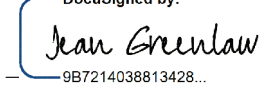
The Emily Fowler Central Library moving project includes moving Special Collections upstairs, moving public computers to the former Special Collections area, creating a computer lab, with conference room and possibly study rooms added in the near future. The new teen area will be at the top of the stairs, with the youth services area to the right, including an interactive play area. Further back will be study tables, the genealogy section, and then adult fiction and nonfiction. The changes will result in a more logical layout, in terms of noise and usage, and will get the Special Collections on higher "ground".

### 3. CONCLUDING ITEMS

None

The Meeting adjourned at 1:39 p.m.

DocuSigned by:  
  
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Kate Margolis, Secretary

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Dr. Jean Greenlaw, President