

BURLESON PUBLIC LIBRARY ADVISORY BOARD
DECEMBER 5, 2023
MINUTES

Call to Order: 6 P.M.

Board Members Present

Amanda Cognasi

Claire Coggin

Daniel McClain

Janet Farmer

Joan Coubarous

Jim Wadlow

Sara Navarrette

Toni Wing Jenkins

Board Members Absent

Gabrielle De La Cruz

Staff Present

Sara Miller, Deputy Director-Library

De Anna Phillips, Community Services Director

Paula Skundberg, Recording Secretary

1. **Call to Order:** 6 P.M.
2. **Approve the minutes from the Library Board Meeting.**
 - A. **Consider approval of the minutes from August 22, 2023, Library Board meeting.**

A motion was made by Daniel McClain and seconded by Toni Wing Jenkins to approve the minutes as presented.

Motion passed unanimously. Absent Gabrielle De La Cruz.

3. **Citizen Appearances.** None
4. **Reports and Discussion Items:**
 - A. **Elect a Chair and Vice Chair to serve for the year 2024. (Staff Presenter: Sara Miller, Deputy Director-Library.)**

Nominations were received for both chair and vice chair; and nominees accepted their nominations. Following a brief discussion board members unanimously selected Daniel McClain to serve as chair and Amanda Cognasi to serve as vice chair for the year 2024.

- B. **Consider and approve Library Board meeting dates for 2024. (Staff Presenter: Sara Miller, Deputy Director Library.)**

Staff presented two proposed meeting schedules for 2024: a Quarterly schedule: February 27, May 28, August 27 and November 26, 2024; and a Bi-monthly schedule: January 23, March 26, May 28, July 23, September 24 and November 26. Meetings are held at 6 p.m. on the fourth Tuesday of the month, here at the library. A brief discussion followed.

Motion was made by Toni Wing Jenkins and seconded by Sarah Navarrette to accept the bi-monthly meeting schedule as presented.

Motion passed unanimously. Absent Gabrielle De La Cruz.

C. Hold a discussion and receive a report regarding Burleson Public Library services and programs. (Staff Presenter: Sara Miller, Deputy Director-Library.)

Staff gave a presentation of library services and programs for the reporting period August – October 2023, which included an overview of the programs for all age groups, participation in community events, community outreach, school outreach activities, staff training, collection spotlight and a summary of library statistics. Staff responded to board members' comments and questions.

D. Hold a discussion and receive a report regarding the Burleson Public Library's 2023-2024 projects and base budget adjustments. (Staff Presenter: Sara Miller, Deputy Director-Library.)

Staff gave a presentation of the library 2023-2024 projects and base budget adjustments that included the status of the library outreach vehicle (pending delivery), large format printer (installed on site), digital library enhancements, AWE Station replacements and meeting/conference room furniture. Staff responded to board members' comments and questions.

E. Hold a discussion and receive a report regarding Burleson Public Library services and programs. (Staff Presenter: Sara Miller, Deputy Director-Library.)

This item was removed from the agenda because it was a duplicate of Agenda Item 4.C above.

F. Hold a discussion and receive a report regarding the Burleson Public Library master plan and facility study. (Staff Presenter: Sara Miller Deputy Director-Library.)

Staff discussed that in December 2021 the City of Burleson contracted with 720 Design Inc. (720 Design) to develop a needs assessment for the library. Maureen Arndt with 720 Design gave a presentation and report on year one of the library master plan and facility study at the November 15, 2022, board meeting. Maureen, along with other members of

the design team gave a presentation and final report of how their findings can help the City of Burleson plan for a future public library for the city. The next step for the team will be to move forward with a report and presentation to the City Council Community Services Committee before presenting it to the full City Council. The Community Services Committee includes council members Victoria Johnson, Phil Anderson, and Ronnie Johnson. Staff will follow-up and let members know the date, time, and location of meeting. Staff responded to board members' comments and questions.

5. Community Announcements - None

6. Board Request for future agenda items or reports

- Next board meeting will be January 23, 2024.
- Discuss strategy of board for the 720 Design report and presentation to the City Council Community Services Committee.

7. Adjourn

There being no further business, Chair Joan Courbarous adjourned the meeting.

Time – 7:17 P.M.

Paula Skundberg, Recording Secretary