Fran Plisga
Kayce Strader, Vice Chair
Briana Cory, Secretary

Jennette Mears
Heather Beatty
Monica Dumke

MARY EMMA TATE COMMUNITY LIBRARY

CITY OF JUSTIN
COMMUNITY LIBRARY BOARD AGENDA
JANUARY 21, 2025
408 PAFFORD AVENUE
JUSTIN, TX 76247
4:30 PM

A) CALL TO ORDER

B) PUBLIC COMMENT

In order to expedite the flow of business and to provide all citizens with the opportunity to speak, the chair may impose a three-minute time limitation for each citizen to speak with a seasonal limitation on speakers on one topic or item with a maximum of fifteen total minutes on the same topic. The Texas Open Meetings Act prohibits the Library Board from discussing issues which the public have not been given a seventy-two (72) hour notice. Issues raised may be referred to City staff for research and/or placed on a future agenda.

C) REGULAR AGENDA ITEMS

1. Consider approving library board minutes from October 2024 & November 2024 and take appropriate action.

2. Select library board chair and take appropriate action.

3. Discuss advertising and marketing of the Mary Emma Tate Community Library programs and services.

4. Discussion of Summer Reading Programs and Regular Programs for the library.

D) FUTURE AGENDA ITEMS

E) ADJOURN

I, the undersigned authority, do hereby certify that the above notice of the meeting of the Mary Emma Tate Community Library Board, is a true and correct copy of the said notice that I posted on the official bulletin board at Justin Municipal Complex, 415 North College Street, Justin, Texas, a place of convenience and readily accessible to the general public at all times, and said notice posted this 1/16/2025 by 12:00 p.m., at least 72 hours preceding the scheduled meeting time.

Leesa Keith, Library Director

Community Library Board Coversheet
January 21, 2025
408 Pafford Avenue
Justin, TX 76247

Agenda Item: 1. (REGULAR AGENDA ITEMS)

Title: Consider approving library board minutes from October 2024 & November 2024 and take appropriate action.

Department: Library

Contact: Lesa Keith, Lib./Court Director

Recommendation:

Staff recommends approval.

Background:

City Attorney Review: No

Attachments:

1. Library Board Meeting Minutes 11_19_24 (1)
2. Library Board Meeting Minutes 10_08_24 (1)

Library Board Meeting Minutes
November 19, 2024

The meeting was called to order at 4:36 pm by Lesa Keith on behalf of Helen Allen. Those in attendance were Heather Beatty, Briana Cory, Monica Dumke, and Jennette Mears. Guests in attendance were Lesa Keith - Library Director, and Fran Plisga. A quorum of board members were in attendance.

Discussion Items:

1. This meeting was called to have a “meet and greet” session with community members interested in serving on the Library Board. Fran Plisga is the only individual in attendance who had applied to be on the board. Fran introduced herself, gave some background information about her career before retirement, and expressed her desire to be involved in the Justin community and library by becoming a Library Board member. Fran also asked the Board members to discuss expectations and to share how the board contributes to the flourishing of the library.

2. Each Library Board member discussed their reasons for joining the Library Board and expressed their desire to see the library remain an important part of the community.

At 5:01 pm, Lesa Keith closed the meet & greet portion of the meeting and the Library Board members stayed to discuss their recommendations.

Board Recommendations:

1. Lesa read Kayce Strader’s written recommendation to re-confirm all current board members. This was seconded by Heather Beatty. Lesa will recommend that all current board members be re-confirmed.
2. Jennette Mears motioned to appoint Fran Plisga as a Library Board member. This was seconded by Briana Cory and the board was unanimous in this recommendation. Lesa will recommend that Fran Plisga be appointed a position on the Library Board.
3. The Library Board unanimously declines to recommend appointing positions on the board without meeting the candidate.

Motion to adjourn meeting made by Jennette Mears and seconded by Briana Cory. Motion carried and meeting adjourned at 5:12 pm.

Submitted by Briana Cory

Library Board Meeting Minutes
October 8, 2024

The meeting was called to order at 4:34 pm by Lesa Keith on behalf of Helen Allen. Those in attendance were Helen Allen, Heather Beatty, Briana Cory, Monica Dumke, Jennette Mears, and Kayce Strader. Guests in attendance were Lesa Keith - Library Director, Brenda Goodwin - Library Staff, Tomas Mendoza - City Councilmember, and Fran Plisga. A quorum of board members were in attendance.

Discussion Items:

1. A motion was made by Jennette Mears to approve minutes from the board meeting on July 16, 2024. Seconded by Heather Beatty. Approved.

2. Fran Plisga introduced herself to the board and expressed her desire to serve as a board member.

3. Board discussed the need to elect a new Chair since Helen will be stepping down. Motioned by Monica Dumke to table this decision until the next board meeting and seconded by Briana Cory. Tabled until January board meeting.

4. Lesa Keith discussed the current library hours (M-F 8am-5pm) and the desire to change to four days a week.
    a. Brenda Goodwin said that the library staff is in agreement with this change (library to be open 4 days a week from 8am-7pm).
    b. Discussion of the two different options:
        i. Monday-Thursday 8 am-7pm
        ii. Tuesday-Friday 8 am-7pm
    c. Board and guests discussed the desire to do what is best for the community.
    d. Board asked for more information regarding which day the library is utilized most (between Monday and Friday) before making a formal recommendation.

5. Upcoming board meetings were scheduled:
    a. January 21, 2025 @ 4:30 pm, April 15, 2025 @ 4:30 pm, July 15, 2025 @ 4:30 pm, and October 21, 2025 @ 4:30 pm
    b. Jennette Mears motioned to approve these dates. Seconded by Heather Beatty and approved.

6. Library Board expressed their appreciation of Lesa's emails regarding library events and updates. Board would like to continue receiving those updates.

7. Summer Reading Program was discussed.
    a. Brenda Goodwin shared that 371 people registered for the program in June and 258 people registered and participated in July.
    b. The board expressed their appreciation for how registration was handled and that participants were able to register online.
    c. Next Summer Reading Kickoff event is scheduled for May 30, 2025 and the time of the event will be changed to 10am-2pm.
    d. Kayce Strader requested a list of sponsors and their participation so the board can use that information to send thank you cards to sponsors.
    e. Discussion about programs for the future:
        i. Tomas Mendoza suggested a financial class for teens and adults.
        ii. Kayce Strader suggested a youth entrepreneur market for selling items.
        iii. Lesa Keith asked that people email her additional ideas.

8. Heather Beatty discussed the information she gathered from Lewisville Library about the Friends of the Library program.
    a. Their program gathers book donations and hosts two book sales each year to fundraise for the library. They also have an ongoing display of books for purchase and use the honor system to collect donations.
    b. The Friends of the Library members ask the library staff what their needs are and then use their budget to provide funding for those things (staff training, books, other resources).
    c. The Friends of the Library board includes a president, vice-president, treasurer, and secretary.
    d. Must have a tax ID so that no taxes have to be paid on book sales.
    e. Friends of the Library operates completely separate from the Library Advisory Board.

9. Lesa shared information about the upcoming Haunted Library event.
    a. Library will be closed on October 22nd and 23rd to prepare.
    b. Event will take place October 24th and 25th from 11am-7pm.

10. Heather Beatty requested that library staff place new library barcodes on books in a way that does not cover the UPC code since some apps need the full UPC code available for scanning.

New Items for Next Meeting:

1. Select and approve a new Chair for the Library Board.
2. Discuss how we can advertise library services and events and communicate information about the library with the community.
3. Discuss possibilities for special accommodations that can be made for college students who desire to obtain their own library card but do not have a bill in their name.

No Consent Items.

Motion to adjourn meeting made by Briana Cory and seconded by Jennette Mears. Motion carried and meeting adjourned at 5:54 pm.

Submitted by Briana Cory

Community Library Board Coversheet
January 21, 2025
408 Pafford Avenue
Justin, TX 76247

Agenda Item: 2. (REGULAR AGENDA ITEMS)

Title: Select library board chair and take appropriate action.

Department: Library

Contact: Lesa Keith, Lib./Court Director

Recommendation:

Staff recommends the library board appoint a board chair.

Background:

Typical the library chair is elected every two years. Past Chair was Helen Allen. Today the board will discuss and select a nomination for chair. The library will vote to approve board chair.

City Attorney Review: No

Attachments:

None

Community Library Board Coversheet
January 21, 2025
408 Pafford Avenue
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Agenda Item: 3. (REGULAR AGENDA ITEMS)

Title: Discuss advertising and marketing of the Mary Emma Tate Community Library programs and services.

Department: Library

Contact: Lesa Keith, Lib./Court Director

Recommendation:

No Action, Discussion only.

Background:

Staff is always looking for ways to promote the library. This items allows for discussion on ways to market and promote library services and programs.

City Attorney Review: No

Attachments:

None

Community Library Board Coversheet
January 21, 2025
408 Pafford Avenue
Justin, TX 76247

Agenda Item: 4. (REGULAR AGENDA ITEMS)

Title: Discussion of Summer Reading Programs and Regular Programs for the library.

Department: Library

Contact: Lesa Keith, Lib./Court Director

Recommendation:

Discussion item only no action.

Background:

Discussion of the library programs and Summer Reading events and programs.

City Attorney Review: No

Attachments:

None