

## BURLESON PUBLIC LIBRARY ADVISORY BOARD

July 30, 2024  
DRAFT MINUTES

Call to Order: 6 P.M.

### Board Members Present

Daniel McClain, Chair  
Amanda Cognasi, Vice Chair  
Claire Coggin  
Janet Farmer  
Toni Wing-Jenkins

### Board Members Absent

Joan Coubarous  
Jim Wadlow

### Staff Present

Sara Miller, Deputy Director-Library  
DeAnna Phillips, Director, Community Services  
Paula Skundberg, Recording Secretary

1. **Call to Order:** 6:00 p.m.
2. **Approve the minutes from the Library Board Meeting.**
- A. **Consider approval of the minutes from the March 26, 2024, Library Board meeting.**

A motion was made by Toni Wing-Jenkins and seconded by Amanda Cognasi to approve the minutes as presented.

Motion passed 5-0. Absent Joan Coubarous, Jim Wadlow

3. **Citizen Appearances** –

Beth Lytner came forward and shared the progress in the exploration and understanding the steps needed to establish a library foundation and conducting fundraising efforts. She is engaged in volunteer work with the Burleson Friends of the Library (FOL) and is exploring the potential of obtaining grants through FOL.

4. **Reports and Discussion items:**
- A. **Hold a discussion and receive a report regarding Burleson Public Library services and programs. (Staff Presenter Sara Miller, Deputy Director-Library)**

Staff gave an update of library services and programs for the months March – June which included an overview of the programs for all age groups, community

events and outreach, the Blessing Box Relocation to Warren Park across the street from the Library in May, and Social Media Spotlight. A discussion followed.

**B. Hold a discussion and receive a report regarding the Burleson Public Library's budget for 2024-2025. (Staff Presenter Sara Miller, Deputy Director-Library)**

Staff reviewed the library's base budget and supplemental budget requests for FY2024-2025. The Community Services department's base budget will be reduced by 13.5% for FY25, a measure that will be implemented across all departments within the city's General Fund. The library's proposed budget was reduced by \$10,811: removed ALA Conference for Community Engagement Librarian, no purchase of logo shirts for part-time staff and cancelled Skillshare online learning. Staff reported that the library's supplemental budget requests were not recommended for funding at this time. A discussion followed.

**C. Hold a discussion regarding the Burleson Public Library branding.**

Board member Toni Wing-Jenkins and DeAnna Phillips, Community Services Director led the discussion.

- The public is not aware of many things that the library already offers.
- Communications/Marketing team and resources are available to assist.
- The library outreach vehicle increases the library's visibility in the community.
- Staff currently includes information via the Weekly Report and the City's eNewsletter.
- We're More Than Just Books, #morethanbooks
- Identify local influencers to help get the word out about the library and what we offer.

**5. Board Requests for future agenda items or reports**

- Add Branding as a standing item on the agenda.

**6. Adjourn**

There being no further business, Chair Daniel McClain adjourned the meeting.

Time – 7:01 p.m.

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Paula Skundberg, Recording Secretary