

## BURLESON PUBLIC LIBRARY ADVISORY BOARD

February 25, 2025

DRAFT MINUTES

Call to Order: 6 P.M.

### Board Members Present

Daniel McClain, Chair  
Amanda Cognasi, Vice Chair  
Claire Coggin  
Toni Wing Jenkins  
Joan Coubarous  
David Davidson  
Charlotte Vandervoort

### Board Members Absent

Jim Wadlow  
Madison Kahan

### Staff Present

Sara Millier, Deputy Director-Library  
DeAnna Phillips, Director, Community Services  
Kimberly Arrington, Recording Secretary

1. **Call to Order:** 6 p.m.

2. **Citizen Appearances:**

None

3. **General:**

**A. Receive a presentation on the City of Burleson's 311 Service. (Staff Contact: Richard Abernathy, Administrative Services Director)**

Richard gave a presentation of Non-Emergency Calls 311 services which included an overview of the resource for the citizens of the City of Burleson.

**B. Elect a Chair and Vice Chair to Serve for the Year 2025. (Staff Contact: Sara Miller, Deputy Director-Library)**

Claire Coggin nominated Daniel McClain for Chair. Charlotte Vandervoort seconded the nomination. Approved unanimously, except for members absent. Claire Coggin nominated Toni Wing Jenkins for Vice Chair. Daniel McClain seconded the nomination. Approved unanimously, except for members absent.

**C. Consider approval of Library Board meeting dates for 2025. (Staff Contact: Sara Miller, Deputy Director-Library)**

Several board members expressed a preference for bi-monthly meetings. Approved unanimously, except for members absent.

2025 Library Board meeting dates will be:

- April 22

- June 24
- August 26
- October 28
- December 16

**D. Consider the approval of the minutes from the July 30, 2024, Library Board Meeting. (Staff Contact: Sara Miller, Deputy Director-Library)**

A motion was made by Toni Wing Jenkins and seconded by Amanda Cognasi to approve. Approved unanimously, except for members absent

**E. Receive a report and hold a discussion and provide feedback regarding the Burleson Public Library services and programs. (Staff Contact Sara Miller, Deputy Director-Library)**

Staff gave an update of library services and programs for the months of September to January, which included an overview of the programs for all age groups, community events and outreach as well as library statistics.

**F. Receive a report, hold a discussion and provide feedback regarding Burleson Public Library marketing and community engagement efforts. (Staff Contact: Sara Miller, Deputy Director-Library)**

Staff gave an update on the library's marketing efforts, including social media highlights and customer feedback, e-mail marketing, direct mail marketing for new residents. Staff also discussed community engagement activities.

**G. Receive a report, hold a discussion and provide feedback regarding the activities of the Friends of the Burleson Public Library. (Staff Contact: Sara Miller, Deputy Director-Library)**

Board member Toni Wing Jenkins presented the report. Highlights were given on the many events and activities that are conducted by the Friends of The Library (FOL) volunteers.

**4. Community Announcements:**

Board Member Toni Wing Jenkins shared that April 1<sup>st</sup> is Library Giving Day – The Friends of the Library is partnering with other North Texas Library Organizations and NBC5 to promote library fundraising efforts. HEB is sponsoring promotional signage for all participants.

**5. Board Request for Future Agenda Items or Reports:**

None

**6. Adjourn:**

There being no further business Chair Daniel McClain adjourned the meeting.  
Time – 6:45 p.m.

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Kimberly Arrington, Recording Secretary