

BURLESON PUBLIC LIBRARY ADVISORY BOARD

December 16, 2025

DRAFT MINUTES

Call to Order: 6 P.M.

Board Members Present

Toni Wing-Jenkins, Chair
Charlotte Vandervoort, Vice Chair
Beverly Gatlin
Joan Coubarous
Amanda Cognasi

Board Members Absent

Claire Coggin
Madison Kahan
David Davison
Christian Valdez

Staff Present

Sara Millier, Deputy Director-Library
Kimberly Arrington, Recording Secretary

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

2. **Citizen Appearances:**

None

3. **General:**

A. Consider approval of the minutes from August 26, 2025, Library Board Meeting. (Staff Contact: Sara Miller, Deputy Director- Library).

Charlotte Vandervoort moved to approve minutes, Joan Coubarous seconded the motion. Approved unanimously, except for members absent.

B. Consider approval of Library Board meeting dates for 2026. (Staff Contact: Sara Miller, Deputy Director-Library)

Staff proposed a quarterly meeting schedule as follows:

- February 24
- May 26
- August 25
- November 17

Beverly Gatlin moved to approve the dates, Charlotte Vandervoort seconded the motion. The proposal was approved unanimously, except for members absent.

C. 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 August to October, which included an overview of the programs for all age groups, community events and outreach as well as library statistics.

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

E. Receive a report, hold a discussion and provide feedback on the Burleson Public Library Strategic Plan. (Staff Contact: Sara Miller, Deputy Director-Library)

Staff presented an update of the library's strategic plan, which was created to guide the organization for the next 3 to 5 years.

F. 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 to 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 on March 7, 2026, the Craft Fair will be held at the Senior Center. The Friends of the Library (FOL) are currently seeking vendors for the event as well as volunteers to assist with setting up and take down for the event.

5. Board Requests for Future Agenda Items or Reports:

None

6. Adjourn:

There being no further business, Chair, Toni Wing-Jenkins adjourned the meeting.
Time – 7:20 p.m.

Kimberly Arrington, Recording Secretary