Library Advisory Board

Minutes

In-person Meeting

September 22, 2025 – 7:00 p.m.
Council Chambers

CALL TO ORDER

Announce the presence of a Quorum.

Justin Strauch called the meeting to order at 7:01 p.m. The following Library Board members were present: Justin Strauch, Monica Munoz, Mallory Morris, Toshia Kimball, Sarah Sponsel, Brian Ortiz & Ofilia Barrera Board Liaison. Board members not present: Zachary Todd

CITIZENS COMMENTS ON NON-AGENDA ITEMS

Residents may address Board regarding an item that is not listed on the Agenda. Residents must provide their name and address. Board requests that comments be limited to three (3) minutes. In addition, the Board is not allowed to converse, deliberate, or take action on any matter presented during citizen participation.
No citizens were present at the meeting.

CONSENT AGENDA

1. Consider, and act upon, approval of August 25, 2025 Library Advisory Board Meeting minutes.

Board Action:
A motion was made by Brian Ortiz, seconded by Toshia, to approve the minutes as presented. A vote was taken and the motion passed 6-0.

WORK SESSION – DISCUSSION ITEMS

WS1. Staff Spotlight: Kelsey Sidwell, Teen Services Librarian.

Kelsey Sidwell provided the Board with a rundown of her role and responsibilities as Teen Services Librarian. She shared information covering the variety of programs she provides to the community's youth and her future goals for the department.

WS2. Review City Secretary proposed changes to the Board and Commission Bylaws.

Ofilia Barrera reviewed changes proposed by the City Secretary, in an effort to streamline the rules and regulations, concerning the eligibility criteria for members of City boards.

WS3. Review Meeting Room and Small Business Center Policies.

Ofilia Barrera provided the Board with a copy of the Meeting Room Policy which will be up for review in the coming year. She touched on some minor changes to be considered as well as the incorporation of the Small Business Center into this policy. These revisions should be ready for review by March 2026.

WS4. Review Monthly Report.

Ofilia Barrera walked the Board through statistics regarding program attendance, online platform usage, and digital resource usage for the period of August 21, 2025 to September 10, 2025. Additionally, she shared highlights from meetings and training that took place during the same period of time with particular attention given to the Literacy Award for small clubs in North Texas and The Abby Award.

WS5. Review upcoming library programs.

A list of upcoming programs for the month of October was presented by Ofilia Barrera. She provided a brief description of several programs and made mention of one not in the list, but held at the library, offered through Collin College for GED Equivalency Classes.

ADJOURNMENT

A motion was made by Toshia Kimball, seconded by Monica Munoz, to adjourn the meeting at 7:56 p.m. A vote was taken and the motion passed 6-0.

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Justin Strauch, Chair