

**NOTICE OF WORKSHOP OF THE  
CITY OF BARTLETT, TEXAS  
TEINERT LIBRARY BOARD OF TRUSTEES**

Notice is hereby given that the members of the City of Bartlett Teinert Library Board of Trustees will attend the event listed below:

EVENT	DATE AND TIME	LOCATION
Regular Called Meeting	Monday, December 19, 2022 at 6:00 PM	Teinert Memorial Library 337 Dalton at Highway 95 Bartlett, Texas 76511

**CALL TO ORDER**

Name	Present	Absent	Called to order at 6:02 pm  by Thadra Vrubel
Jesse Luna	x		
Matthew Fox		x	
Thadra Vrubel	x		
Deanna Shiplett	x		
Susan Weaver	x		

**Discussion:** Community Members present include Phil Weaver and Andrew Pendleton Mitchell.

**Citizen Communication:**

*The Library Board welcomes public comments on items not listed on the agenda. However, the Board cannot respond until the item is posted on a future meeting agenda. Public comments are limited to three (3) minutes.*

**Consent Agenda**

*The consent agenda included non-controversial and routine items the Board may act on with a single vote. Any Board member may pull any item from the Consent Agenda to discuss and act upon individually on the Regular Agenda.*

1. Approve minutes from the following meetings:

a. December 01, 2021

b. January 05, 2022

c. November 9, 2022

d. December 3, 2022, Special Called

e. December 3, 2022, Workshop

2. Donation and Volunteer Acknowledgement and Recognition

3. Financial Status and Balances: Bank Account and Budgeted Line Items

Motion: Susan Weaver made the motion we approve all Consent Agenda items

**Second:** Deanna Shiplett

**Vote:** 4:0

**Discussion:** None

**Regular Agenda**

1. Discuss, review, and take any necessary action related to the Library Rescue Grant.

**Motion:** Susan Weaver made the motion we apply for the Library Rescue Grant.

**Second:** Jesse Luna

**Vote:** 4:0

**Discussion:** This grant will assist with book resources. Susan will fill out the application and submit for the grant.

2. Discuss, review, and take any necessary action related to the Tocker Foundation Grant.

**Motion:** Deanna Shiplett made the motion to submit the application and for Susan Weaver to fill out the application and complete the submission.

**Second:** Susan Weaver

**Vote:** 4:0

**Discussion:** The grant is for up to \$100,000 and is 100% Forgivable. This grant can help with updating the shelves and providing interior updates.

3. Discuss, review, and take any necessary action related to the Dollar General Adult Reading Grant.

**Motion:** Jesse Luna made the motion we submit an application once it becomes available.

**Second:** Deanna Shiplett

**Vote:** 4:0

**Discussion:** Thadra Vrubel will fill out the application and submit for the award

4. Discuss, review, and take any necessary action related to Teinert Memorial Library Mission/Vision/Core Values.

**Motion:** Susan Weaver moved we accept the Mission, Vision and Core Values decided at the recent workshop

**Second:** Deanna Shiplett

**Vote:** 4:0

**Discussion:** it's important to have these in place for grants and community support, as well, it helps drive our activities

5. Discuss, review, and take any necessary action related to the TSL 2023 Summer Reading Program, CSLP.

**Motion:** Thadra made the motion we participate this summer

**Second:** Deanna Shiplett

**Vote:** 4:0

**Discussion:** Future agenda items need to discuss what programs we want to implement and what we want our program to look like

6. Discuss, review, and take any necessary action related to an ESL Program.

**Motion:** Susan Weaver made the motion we utilize Facebook, flyers and a community campaign to gain feedback from the community for ESL or GED, as to which is more needed within the community.

**Second:** Deanna Shiplett

**Vote:** 4:0

**Discussion:** ESL May be important, but also have a need for GED classes in the community. We need a way to determine which is more needed. The Dollar General Adult Literacy Grant would cover supplies for the classes.

7. Discuss, review, and take any necessary action related to the current supply of library cards.

**Motion:** Susan Weaver made the motion we price cards, make up graphics

**Second:** Deanna Shiplett

**Vote:** 4:0

**Discussion:** All the contact information on the current cards is incorrect. Staff mentioned on the cards are no longer associated with the library. We need new cards, but not a thousand. The graphic is not catchy. Look at magazines and vendors to get ideas for library cards and what we may want our to say and look like.

8. Discuss, review, and take any necessary action related to the scheduling of mandatory volunteer orientation and training sessions.

**Motion:** Susan Weaver made the motion that orientation be mandatory, and a criminal background check be required.

**Second:** Deanna Shiplett

**Vote:** 4:0

**Discussion:** The orientation and training to be mandatory. Discuss the important of getting criminal background checks and looking for physical abuse, violence, felony theft, and sexual crimes. Phillip Weaver is going to check with Bartlett PD Chief Holt to see if they can do the background check for free or a nominal fee.

9. Discuss, review, and take any necessary action related to the election of officers.

**Motion:** Let's wait until all the board is present so everyone can participate

**Second:**

**Vote:**

**Discussion:**

10. Discuss, review, and take any necessary action related to the adoption of the Texas State Library and Archives Commission retention scheduled GR and PW for both Teinert Memorial Library Board and the library actions and operations.

**Motion:** Deanna Shiplett made the motion we accept the Texas State Library and Archives Commission retention schedule.

**Second:** Susan Weaver

**Vote:** 4:0

**Discussion:** There are records with people's addresses and personal information in filing cabinets from years ago and following these set guidelines will assist us in protecting people's privacy and generating more space.

11. Discuss, review, and take any necessary action related to classifying TML's excess books as salvaged and/or surplus property.

**Motion:** Susan Weaver motioned we classify all the books in the City Utility Building as surplus

**Second:** Jesse Luna

**Vote:** 4:0

**Discussion:** The books that have been boxed up are damaged, and/or duplicate books already on the shelves. They are currently stored in the City Utility Building. Half Price Books will not take them. Bartlett is a Type A City and according to TML 252.022 A 12C we are not required to hold an auction.

12. Discuss, review and take any necessary action related to utilizing The Book Purveyor's Company to handle TML's salvaged and/or surplus property.

**Motion:** Thadra Vrubel made the motion we use The Book Purveyor to pick up book and do the salvage work.

**Second:** Susan Weaver

**Vote:** 4:0

**Discussion:** Book Purveyor is a Veteran owned company, and they use the funds to assist in finding shelter for veterans. They are used by several nearby libraries.

13. Discuss, review, and take any necessary action related to any rules regarding library communication. (I.e.: website, newspaper, Facebook, other)

**Motion:** Susan Weaver made the motion we allow Madison Henchman, volunteer, to take over social media at the discretion of the board.

**Second:** Deanna Shiplett

**Vote:** 4:0

**Discussion:** Posts need to be positive and a political as reflects on the city

14. Discuss, review, and take any necessary action related to approving the Board to create a "Friends of the Library" group for local commercial partners to help financially support the library.

**Motion:** Susan Weaver made the motion we create a Friends of the Library with the said support levels (Supporter \$25, Bronze \$50, Silver \$100, Gold \$250 and Platinum \$500+)

**Second:** Deanna Shiplett

**Vote:** 4:0

**Discussion:** Supporter \$25, Bronze \$50, Silver \$100, Gold \$250 and Platinum \$500+ and they would recognition on the website and all available resources

15. Discuss, review, and take any necessary action related to Library Archives Annual Report due April 30, 2023.

**Motion:** Thadra Vrabel made the motion we submit the annual report and she will

**Second:** Jesse Luna


**Vote:** 4:0

**Discussion:**

### ADJOURN


Thadra Vrabel adjourned the meeting at 7:31pm.

Minutes Approved:

  
\_\_\_\_\_  
Library Board Chairman Date

Jan. 14, 2023

Attest:

  
\_\_\_\_\_  
Library Board Member Date

01/14/2023