

**HALTOM CITY PUBLIC LIBRARY BOARD MINUTES**

**4809 Haltom Road, Haltom City, TX 76117**

**Board Room**

**Tuesday January 28, 2025**

**6:00 p.m.**

The Haltom City Public Library Board held its regular meeting on Tuesday, January 28, 2025, in the Haltom City Public Library Board Room, 4809 Haltom Road, Haltom City, with the following Library Board members present:

Rexanne Grove  
Bette Bronstad  
Terri Grizzelle  
Kathryn Gunter  
Clare Juarez

Absent: Amanda Hughes  
Bonnie Richards  
Donna Peterson

Also Present: Troy Dunn, City Council Contact  
Erica Gill, Library Services Director

**CALL TO ORDER:**

Rexanne Grove called the meeting to order at 6:02 p.m.

**ACKNOWLEDGEMENT OF VISITORS/CITIZENS COMMENTS:**

No visitors were present.

**ITEMS OF ORDER:**

**1. Approval of Minutes**

Rexanne Grove entertained the motion to approve the minutes of the regular board meeting on October 22, 2024. Clare Juarez made the motion to approve the minutes with corrections. Terri Grizzelle seconded the motion. The motion was approved unanimously with corrections to grammar.

## **2. Annual Date of Election of Officers**

Rexanne entertained the motion to move the election of Officers to the February 25, 2025, library board meeting. Kathryn Gunter made a motion to move the election. Clare Juarez second the motion. The motion was approved unanimously.

## **3. Director's Monthly Report**

Library Services Director Erica Gill gave the following report:

- **Library Closures:** the library was closed on the following days:
  - November 11, 2024, for Veteran's Day
  - November 28 and 29, 2024, for Thanksgiving
  - December 24 and 25, 2024, for Christmas
  - January 1, 2025, for New Year's Day
  - January 20, 2025, for Martin Luther King Jr. Day.

The library closed at 11:30 a.m. on January 9, 2025, and opened late at 12:00 p.m. on January 10, 2025, due to inclement weather. All programs were cancelled for these two days.

The library will be closed on February 17, 2025, for President's Day.

- **Public Services:** The furniture budgeted in the Library Improvement Fund for FY2025 will be ordered this week from Library Interiors of Texas. The final quote was received and will be approved once a Purchase Order is created. Because Library Interiors of Texas is on BuyBoard(a purchasing cooperative the City of Haltom is a party of), three quotes were not required, and we received special pricing. Because of this, we were able to order more items than anticipated.

The furniture will be:

- Four lounge seats with tables, privacy walls, and power outlets (Arcadia TooTheLounge model)
- Three single desks with privacy walls (MooreCo. Privacy Pod model)

- Two sofas to replace damaged sofas in public area (T2 Eve Armless Sofa model)

Once the order is placed, the furniture will be installed in 10-12 weeks. Erica provided a copy of the quote to the Board and is included in these minutes.

- **Personnel:** Kansas Terry, Senior Librarian -Youth Services, has accepted a position at another library. Her last day will be February 1, 2025. The position will be posted as soon as possible. Current staff will cover programs in the interim.

Library Services Director, Erica Gill, attended the Public Library Administrators of North Texas (PLANT) Conference in Mineral Wells from November 13 to November 15, 2024.

Senior Librarian Lani Hahn attended the LibLearn X Conference in Phoenix from January 25 to January 27, 2025.

- **Programs:** All programs are listed in the monthly Programs and Events newsletter.

Library Clerk Taylor Pittman started a monthly Dungeons and Dragons program for teens. The first program was an after-hours program on November 8, 2024, and a group meets monthly.

The library began taking appointments for AARP tax aid. AARP will provide volunteers to help people file their tax returns every Thursday from February 6 through April 10, 2025.

- **Outreach Services:** Outreach Librarian Alison Long continues to make homebound deliveries and hosts monthly programs at Life Care of Haltom City and the Haltom City Senior Center. Other outreach events attended by Alison and other staff include:

- Arbor Day Celebration at Haltom City Park on November 2, 2024
- Christmas on Broadway on December 7, 2024
- Birdville Elementary School Multicultural Night on January 23, 2025.

- **Building Services:** A leak under the sink in the public men's restroom was discovered. It was quickly repaired by building maintenance. The leak was caused by the sink counter slipping. Building Services also secured the counter to ensure it does not fall.

- **Other News:** The library was a polling location for the General Election on November 5, 2024, from 7:00 a.m. to 7:00 p.m.

The library served as a location for a Lead and Copper Mandate Public Forum held on November 23, 2024. This was presented by the Public Works department to provide information about the mandate.

#### **4. Friends of the HCPL Report**

Terri Grizzelle reported to the Board the following:

- The Friends have been assisting with various library programs such as Outside Inside.
- They will be having Romance books for sale in the library's foyer, and Valentine's Day treats for sale in front of the Friend's corner for the month of February.
- Little Libraries have been ordered and have arrived at the library. The Friends have selected four sites for the Little Libraries. North Park, Haltom City Public Library, Haltom City Senior Center and Pecan Park. Dates for dedications have yet to be determined.
- In March the Friends will have a Dr. Seuss Book Sale for children. Teachers are also invited to attend where they can receive five free books when they show their employee ID during the sale.

#### **5. Attendance Requirements**

Rexanne Grove entertained the motion to excuse the absence of Bonnie Richards, Amanda Hughes, and Donna Peterson. Kathryn Gunter made the motion to excuse the absences. Clare Juarez seconded the motion. The motion passed unanimously.

#### **FUTURE AGENDA ITEMS:**

Election of Officers

Long Range Plan Update

**NEXT MEETING:**

The next meeting will be held on February 25, 2025, at 6:00 p.m.

**ANNOUNCEMENTS/CORRESPONDENCE:**

**ADJOURNMENT:**

The meeting was adjourned at 7:06 p.m.

Respectfully yours,

Bonnie Richards  
Secretary, Haltom City Public Library Board