



Life Connected.

**LIBRARY BOARD REGULAR MEETING  
CELINA COUNCIL CHAMBERS  
112 N COLORADO ST  
THURSDAY, AUGUST 7, 2025  
6:00 PM  
AGENDA**

**I. CALL TO ORDER AND ANNOUNCE A QUORUM PRESENT:**

**II. OPEN FORUM:**

Open Forum is for information only. If you wish to speak, please sign one of the “Speaker Cards” and present to the Staff Liaison prior to the beginning of the meeting. Speakers are limited to three (3) minutes. No action can be taken. No charges and/or complaints will be heard against any elected official or employee of the city that are prohibited by law.

**\*Please note\*** Anyone wishing to furnish copies/handouts regarding their item of interest must provide nine (9) copies and present them to the Staff Liaison for distribution.

**III. WORKSESSION:**

- A. Update from Friends of the Library (Friends of the Library)
- B. Library Monthly Report (Ortiz)
- C. Library Policy Review and Recommendations (Ortiz)
- D. Discussion of Future Items (Ortiz)

**IV. ACTION:**

- A. Minutes Approval - Regular Meeting - July 10, 2025 6:00PM

**V. ADJOURNMENT:**

City Council Chambers is wheelchair accessible. Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services such as interpreters for persons who are deaf, or hearing impaired, or readers of large print, are requested to contact the City Secretary's Office at 972-382-2682, or fax 972-382-3736 at least two (2) working days prior to the meeting so that appropriate arrangements can be made.

“I, the undersigned authority, do hereby certify that the Notice of Meeting was posted on the bulletin board at City Hall of the City of Celina, Texas, a place convenient and readily accessible to the general public at all times and said Notice was posted on the following date and time: \_\_\_\_\_ at \_\_\_\_:\_\_\_\_\_ and remained so posted continuously for at least 72 hours prior to the scheduled time of said meeting.”

---

Staff Liaison



## Lost and Found Policy

The Celina Public Library is not responsible for the security of personal items brought into its facilities. The library is not responsible for theft or damage to vehicles, bicycles, or personal property while on the premises. Unclaimed items are managed in accordance with the following guidelines:

1. Patrons who have lost an item within the library premises should report it to the library staff at the main desk as soon as possible. A description of the lost item, along with the date and approximate location where it was lost, should be provided.
2. Any item found within the library should be turned in to the main desk immediately. Library staff will log the found item, including a description, date, and location where it was found.
3. Found items will be stored in a secure location within the library.
4. Items will be categorized and stored based on their type (e.g., electronics, clothing, books).
5. Patrons claiming a lost item must provide a detailed description of the item and proof of ownership if applicable.
6. Library staff will verify the description and return the item to the rightful owner.
7. Items containing personal information, or those with a high monetary value, can be reclaimed after being positively described by a patron with a valid government-issued, picture ID when applicable.
8. Perishable or items that could potentially cause a public health risk, such as food, baby bottles, beverage containers, and personal care items will be disposed of immediately.
9. General Lost and Found items will be documented and stored for a period of 14 days. Reasonable attempts will be made to contact the owners (to the extent



ownership is known) to reclaim their lost items. Items not claimed within this time become Library property on the 15<sup>th</sup> day. Unclaimed items will then be donated to charity or discarded.

10. Certain types of property, including unclaimed identification documents, driver's licenses, credit cards, wallets, laptops, and cell phones, will be documented and held at the library for a period of 14 days and then forwarded to the Celina Police Department on the 15<sup>th</sup> day. Staff will make reasonable attempts to contact the owner during that time if that information is readily discernible from the item. To protect patron privacy, locked laptops and cell phones will not be accessed by staff.
11. Flash drives left in the library will be held for 14 days. Due to patron privacy and network security, library staff will not access data saved on flash drives to determine ownership. After 14 days, flash drives will be discarded.
12. Documents left in the library copy machines and scanners will be kept for 14 days then securely shredded.
13. After 14 days, unclaimed books will be given to the Friends of the Library for their annual book sale.
14. Lost library cards will be documented and logged for 14 days and then securely discarded. Staff will make reasonable attempts to contact the patron tied to the library account for the lost card.

In accordance with local ordinances and regulations, any suspicious lost items will immediately be turned over to the Celina Police Department.

Reviewed by the Library Board on

Implemented on



Life Connected.

**LIBRARY BOARD REGULAR MEETING  
CELINA COUNCIL CHAMBERS  
112 N COLORADO ST  
THURSDAY, JULY 10, 2025  
6:00PM  
MINUTES**

**I. CALL TO ORDER AND ANNOUNCE A QUORUM PRESENT**

Chair Aaron Zapata called the meeting to order at 6:03pm

**Members Present:**

- Board Chair Aaron Zapata
- Vice-chair Becky Thomas
- Board Member Trice Whitaker
- Board Member Tom Parsons
- Board Member Corinne Weaver
- Board Member Tiffany Hoggard

**Members Absent:**

- Board Member Vicky Hogue
- Board Member Daryl Meyer
- Board Member Jo Rutt

**II. ACTION:**

**A. MINUTES APPROVAL:**

- 1. Library Board – Regular Meeting – May 1, 2025

Upon a motion by Board Chair Zapata and a second by Board Member Parsons, the Board voted six (6) for and none (0) opposed to approve the May 1 Library Board Meeting minutes. The motion carried 6-0.

**III. OPEN FORUM:**

No members of the public spoke during the Library Board open forum

**IV. WORKSESSION:**

**A. Update from the Celina Friends of the Library. (Friends of the Library)**

Acting as Friends of the Library Members, Aaron Zapata had talked with Jo Rutt regarding funds for refreshments for Library staff.

Book Sale total was increased from previous year; Friends are looking for any notes from staff for tips for next year’s success.

Friends of the Library Member Corinne Weaver asked that when Library is requesting funds from Friends, a formal request via email is preferred.

**B. Library Monthly Report. (Ortiz)**

Library Director Andrea Ortiz recapped updates regarding library funds asked for from City Council, including new ILS system features and books; ALA Conference highlights; (Board Member Weaver

mentioned Frisco children’s computers are always broken, as a note of warning.) programming plans including long term scope; (Board Member Hoggard questioned whether the home school community can be involved – Director Ortiz agreed that we want to include them, but we want to make sure we are including every child regardless of being in formal school or otherwise) personnel updates (several members had questions about possible building building opening dates, special needs resources, and multi-language patronage); state legislative updates; library building updates; Answering a request from Board Member Parsons, Director Ortiz is willing to share more statistics and “news to use” for members when they are talking to members of the community.

C. Library Policy Review and Recommendations. (Ortiz)

Director Ortiz informed the Board that libraries are required to have a core system of policies that are already in place and delivered to state library by January 1, 2026. The library would like the Board to act as the link between the library and the public, and make possible revisions and suggestions after city staff has edited first drafts. Board Member Weaver requested time to review the policies before making an informed approval; Director Ortiz will give Board Members 72 hours after sending policies, to review and make suggestions.

D. Discussion of future items. (Ortiz)

Board Chair Zapata mentioned, and Board Member Parsons agreed, that when talking with the public, he receives many questions and complaints, and is looking for talking points for public because they field so many. Director Ortiz answered that the library can provide talking points, mainly pointing toward front desk services for minor FAQs, and Director Walsh and Director Ortiz for more complaints. The Board is also looking forward to seeing further design plans at an upcoming meeting.

V. **ADJOURNMENT:**

Board Chair Zapata adjourned the meeting at 7:07pm.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Staff Liaison

\_\_\_\_\_  
Date