



Life Connected.

AGENDA
LIBRARY BOARD REGULAR MEETING
CELINA COUNCIL CHAMBERS
112 N COLORADO ST
THURSDAY, MARCH 5, 2026
6:00 PM

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 (Rutt)
- B. Library Monthly Report (Ortiz)
- C. Library Policy Review and Recommendations (Ortiz)
- D. Discussion of Future Items (Ortiz)

IV. **ACTION:**

- A. Minutes Approval - Special Meeting - January 8, 2026
- B. Minutes Approval - Meeting - February 5, 2026

V. **ADJOURNMENT:**

“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 three (3) business days prior to the scheduled time of said meeting.”

Staff Liaison

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.



Celina Public Library Unattended Minor Policy — Staff Quick Reference

Library staff do NOT provide childcare or supervision.

Parents/guardians are responsible for minors at all times.

Age Guidelines (Quick Check)

- **Ages 0–12**
Must be **directly supervised at all times**
Adult (15+) must remain in the same area and within sight.
 - **Ages 13–17**
May be in the Library unattended if following the rules set down by the Code of Conduct.
Parents/guardians remain responsible.
-

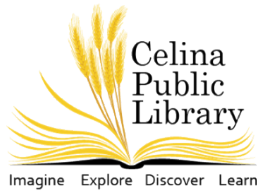
Red Flags: When to Act

A child may be considered unattended if:

- They do not know where their parent/guardian is
 - They appear distressed, unsafe, or unable to care for themselves
 - They are still in the Library 30 minutes before closing with no pickup plan
 - The building is closing, and no adult is present
-

What Staff SHOULD Do

1. **Stay calm and supportive.**
Keep the child in a public, visible area.
2. **Ask neutral questions** (age-appropriate):
 - “Who brought you to the library today?”
 - “Do you know where they are right now?”



3. **Attempt to locate caregiver:**
 - Check the building
 - Call listed phone numbers if available
 4. **Notify a supervisor** as soon as possible.
 5. **Document** the situation per internal procedures.
-

Closing Time Procedure

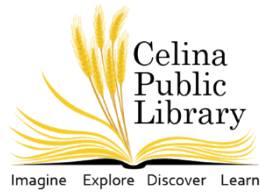
- Begin monitoring minors 30 minutes before closing.
- Make announcements clearly and consistently.
- If a minor remains after closing and no caregiver can be reached:
 - Contact a supervisor
 - Local law enforcement may be contacted to ensure the child's safety
 - Stay with the child until help arrives

Staff must not:

- Transport the child
 - Take the child off library property
 - Provide food, money, or rides
-

Behavior Issues

- All minors must follow the Code of Conduct.
 - If repeated issues occur:
 - Supervisor may require parent/guardian supervision for future visits
 - Library privileges may be restricted per policy
-

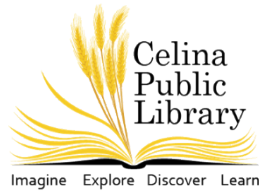


Texas Legal Context (Staff Awareness)

- Leaving a child in a potentially unsafe situation may raise legal concerns under Texas child endangerment standards.
- Staff are mandatory reporters if abuse or neglect is suspected.
- When in doubt: document and escalate—do not investigate.

Remember

- ✓ Be kind and reassuring
- ✓ Follow policy, not personal judgment
- ✓ Escalate early—don't wait until closing
- ✓ Safety comes first for the child and staff



Unattended Minor Incident Report

Celina Public Library

Complete this report as soon as possible after the incident.

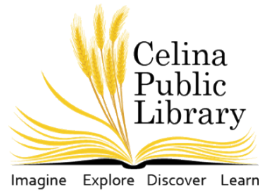
Use factual, objective language. Do not include opinions or assumptions.

1. Basic Information

- **Date of Incident:** _____
- **Time Incident Began:** _____
- **Time Resolved:** _____
- **Library Location / Area:**
 Children's Area Teen Area Adult Area Computer Area Other: _____
- **Staff Member Completing Report:**
Name: _____
Job Title: _____
- **Other Staff Involved (if any):**

2. Minor Information (If Known)

- **Estimated Age:** 0–8 9–12 13–17 Unknown
- **Gender (optional):** _____
- **Name of Minor (if provided):** _____
- **Did the minor appear distressed or unsafe?**
 Yes No
If yes, briefly describe:



3. Reason for Report (Check All That Apply)

- Minor appeared unattended
- Minor left alone close to or after closing time
- Unable to locate parent/guardian
- Safety concern
- Behavioral issue related to supervision
- Other (describe): _____

4. Description of Incident

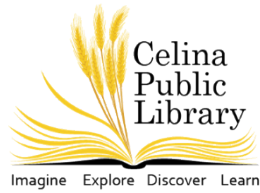
(What was observed? What did the child say? What actions did staff take?)

5. Actions Taken by Staff

(Check all that apply)

- Attempted to locate parent/guardian in building
- Spoke with minor
- Contacted supervisor/manager
- Attempted phone contact with parent/guardian
- Made closing announcements
- Contacted local law enforcement
- Contacted child protective services
- Other actions (describe): _____

6. Parent / Guardian Information (If Contacted)



- **Name:** _____
 - **Relationship to Minor:** _____
 - **Phone Number(s):** _____
 - **Time Contacted:** _____
 - **Outcome:**
 - Reached and arrived
 - Reached but did not arrive
 - Unable to reach
-

7. Authorities Contacted (If Applicable)

- **Agency Contacted:**
 - Local Police CPS Other: _____
 - **Time Contacted:** _____
 - **Officer / Caseworker Name or Badge #:** _____
 - **Instructions or Outcome:**
-
-

8. Resolution

- **How was the situation resolved?**
 - Child picked up by parent/guardian
 - Child released to authorities
 - Other (explain):
-

- **Time Minor Left Library:** _____
-

9. Follow-Up Needed?



Yes No

If yes, describe recommended follow-up (e.g., supervisor contact, policy reminder to family, incident tracking):

10. Staff Signature

- **Staff Signature:** _____
- **Date:** _____

Supervisor Review (If Required)

- **Supervisor Name:** _____
- **Notes / Actions Taken:**

- **Signature:** _____
- **Date:** _____



Celina Public Library - Unattended Minor Policy

1. Purpose

The Celina Public Library welcomes children and families and strives to provide a safe, welcoming environment for all patrons. This policy sets clear expectations for the supervision of minors on Library premises and clarifies the responsibilities of parents, guardians, and caregivers. Library staff are not childcare providers.

2. Authority and Responsibility

Library staff and volunteers are responsible for providing excellent service to all patrons, including children. However, parents, legal guardians, or designated caregivers are solely responsible for the care, supervision, and behavior of minors at all times while on Library property. Staff cannot act “in loco parentis” (in place of a parent).

Texas law does not require libraries to provide childcare or supervise minors; libraries adopt supervision standards to protect children and manage public space safely. Local city and library policies (including those in other Texas systems) consistently underscore parental responsibility.

3. Definitions

- Minor / Child: Any person under 18 years of age.
- Caregiver: A responsible person at least 18 years old designated by a parent or guardian to supervise a minor.

4. Supervision Guidelines

A. Children ages 12 and under

- Must be accompanied and directly supervised by a parent, guardian, or caregiver at least 18 years old at all times while in the Library.
- The supervising adult must remain in the same area and within sight of the child.
- Children attending a Library program do not require an adult to be in the programming space, but they must remain in the Library.

B. Teens ages 13–17



- May be in the Library unsupervised, provided they follow all Library policies and behave appropriately.
- Parents/guardians remain responsible for their child's safety, access to transportation, and compliance with rules.

5. Library Hours and Closing Time

Children ages 12 and under must be picked up before the Library closes. If a minor remains unattended near closing time and a responsible adult cannot be reached within a reasonable period, staff may contact local law enforcement to ensure the child's safety. Staff will not transport children or take them off Library property.

6. Staff Actions and Safety Protocols

When staff identify a minor who appears unattended or at risk:

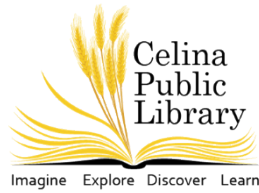
1. Staff will attempt to locate a parent, guardian, or designated caregiver inside the Library.
2. If contact cannot be made, staff will attempt to reach a parent/guardian by phone or other contact information provided.
3. If contact cannot be established and the situation raises safety concerns (e.g., imminent closing, distress, or inability to care for self), staff may contact appropriate authorities, including local law enforcement.
4. Staff will remain with the minor in a public area until help arrives, but will not provide childcare, transport, or take custody outside official channels.

7. Behavior and Conduct

All minors, whether supervised or not, must obey the Library's Code of Conduct. Repeated rule violations may result in a parent or guardian being required to remain with the child at future visits or suspension of Library privileges.

8. Legal Considerations in Texas

- Leaving a young child unattended in certain situations can raise legal concerns. Under the Texas Penal Code, leaving a child in a situation that exposes them to unreasonable risk of harm could be considered endangerment depending on age,



circumstances, and risk. (Many Texas municipal Library policies reference this concern, even where not stated verbatim.)

- Libraries should ensure staff are familiar with local city and county policies as well as state reporting duties related to suspected abuse or neglect.

9. Emergency Situations

In emergencies (e.g., weather events, building evacuation), staff will follow established emergency protocols. Parents/guardians are responsible for ensuring children understand emergency procedures and have a plan to reunite outside the Library if needed.

10. Communication of Policy

This policy will be:

- Posted on the Library's website.
- Available in printed form at service desks.
- Communicated during relevant programs and services.

11. Review and Updates

This policy will be reviewed regularly and revised as needed for clarity, safety best practices, and legal compliance.



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LIBRARY BOARD SPECIAL MEETING
CELINA CITY COUNCIL CHAMBERS
112 N COLORADO ST.
THURSDAY, JANUARY 8, 2026
6:00 pm
MINUTES

I. CALL TO ORDER AND ANNOUNCE A QUORUM PRESENT:

Board Chair Jo Rutt called the meeting to order at 6:04 pm.

Members Present:

Board Member Becky Thomas

Board Member Tom Parsons

Board Member Trice Whitaker

Board Member Jo Rutt

Board Member Albert Aguilera

Board Member Vicky Hogue

Board Member Shirley Dietz

Members Absent:

Board Co Chair Tiffany Hoggard

II. OPEN FORUM:

No members of the public spoke during the Open Forum session.

III. WORKSESSION:

- A. Special Section (J. Monaco) Director of Marketing Joe Monaco spoke to the board about the 150th anniversary celebrations throughout the year. After the council meeting Jan 13th proclamation, there will be many chances for feedback on ideas on how library can celebrate, and looking for any other ideas. Themes: Western storytimes, stories created by residents for the Celina Story Walk, a limited edition library card, as well as many other ways to tie the library into these celebrations.



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Chair Jo Rutt suggested to look into the former Celina High School Community Library to find any information about the original library or librarian.

Member Dietz suggested a commemorative plaque or local history in the new library, to which Director Andrea Ortiz mentioned special sections of local history in the new library's Reading Room.

B. Friends Monthly Report (J. Rutt)

Board Chair Jo Rutt, acting as Friends of the Library member, gave the new members of the board a quick overview of the purpose and mission of the Friends of the Library. In addition, Chair Rutt updated the Board on the Friends attendance at Christmas on the Square and the amount of donations received at the event.

C. Library Monthly Report (A. Ortiz)

Director Ortiz remarked that this monthly report is an annual report this month. Highlights include staff, additional and adaptive services to offer patrons, policies and procedures, annual statistics and visitor counts. The addition of Tex Share information and software packages were also explained. Director Ortiz also spoke about the future regarding new building library planning, additional policies and procedures, creating timelines for the wind down of the library current space, and additional staffing.

D. Library Policy Review (A. Ortiz)

Director Ortiz opened the floor for review notes or recommendations and there were no recommendations. All board members have reviewed the policies and did not have additional notes or recommendations for updates.

Director Ortiz discussed future board reviews of a similar nature. The library is working on 3 more policies that will need to be reviewed throughout this year by the Library Board, as well as videos to inform the public about policies.

Member Aguilera suggested to continually revisit policies to make sure any uncertainties have been discussed and edited.

E. FY 26 Budget Overview (A. Ortiz)

Director Ortiz reviewed the FY26 strategic plan overview including more programming goals, cultural outreach, reading initiatives, more robust services offered, and additional staff. Board Member Parsons commented that the presentations have been very positive, robust and helpful.



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F. Discussion of Future items (A. Ortiz)

Board Member Parsons commended the work Director Ortiz and the team has done with all the statistics, planning and execution of work in the last year, and wanted to make sure staff was not doing double work when it comes to pulling data and to streamline as much as possible. Director Ortiz assured the Board that as professional library staff, pulling data and creating reports is nothing we are not already completing.

IV. ACTION:

A. MINUTES APPROVAL

Library Board – Regular Meeting – November 6, 2025

Upon a motion by Board Chair Jo Rutt, and a second by Board Secretary Trice Whitaker, the Board voted (7) for and none (0) opposed to approve the November 6 Library Board Meeting minutes. The motion carried 7-0

V. ADJOURNMENT:

Board Chair Jo Rutt adjourned the meeting at 7:15pm.

Chair

Staff Liaison

Date



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6:00 pm
MINUTES

I. CALL TO ORDER AND ANNOUNCE A QUORUM PRESENT:

Members Present:

Board Member Becky Thomas

Board Secretary Trice Whitaker

Members Absent:

Board Co Chair Tiffany Hoggard

Board Member Tom Parsons

Board Chair Jo Rutt

Board Member Albert Aguilera

Board Member Vicky Hogue

Board Member Shirley Dietz

Board Secretary Trice Whitaker called the meeting to order at 6:00pm. Board Secretary Whitaker stated that we cannot move forward with the meeting and asked for a motion to adjourn due to lack of quorum. Board Member Becky Thomas made a motion to adjourn the meeting due to lack of quorum. Board Member Trice Whitaker seconded, and the meeting was adjourned at 6:01pm.