



Life Connected.

AGENDA
LIBRARY BOARD REGULAR MEETING
CELINA COUNCIL CHAMBERS
112 N COLORADO ST
THURSDAY, JULY 2, 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. Review Volunteer Policy. (Ortiz)
- D. Discussion of Future Items. (Ortiz)

IV. **ACTION:**

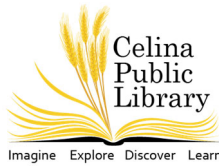
- A. Minutes Approval - Minutes - June 4, 2026

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.



Volunteer Policy

Celina Public Library Volunteer Policy

1. Purpose

The purpose of the Volunteer Program is to expand and enhance library services by engaging community members in meaningful volunteer opportunities that support the library's mission, vision, and strategic goals. Volunteers provide valuable supplemental assistance and community engagement; however, volunteers do not replace paid staff positions or perform duties assigned exclusively to library employees.

The library values volunteerism as an important form of civic participation and community connection.

2. Policy Statement

The library may utilize volunteers to support programs, events, outreach efforts, collections maintenance, and other approved activities that enhance library services for the community. All volunteer activities shall be coordinated under the direction of designated library staff.

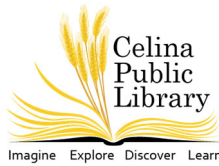
Volunteer participation is a privilege, not a right, and all volunteers serve at the library's discretion.

3. Eligibility

Volunteer opportunities may be available to qualified individuals, subject to library operational needs, staff supervision capacity, and available assignments.

Eligibility requirements may include:

- Completion of a volunteer application;
- Compliance with all City and library policies and procedures;
- Successful completion of an interview or orientation process;
- Verification of age requirements for specific assignments;
- Parent or guardian consent for volunteers under eighteen (18) years of age;



- Criminal background checks when required by the City or the nature of the assignment;
- Demonstrated ability to perform assigned tasks safely and appropriately.

The library reserves the right to limit volunteer participation based on operational considerations, staffing availability, safety concerns, or applicants' suitability for available assignments.

4. Volunteer Assignments

Volunteer assignments are determined by library needs and may include, but are not limited to:

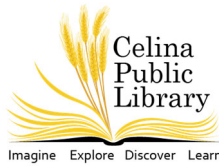
- Assisting with library programs and events;
- Preparing program materials;
- Shelving and shelf-reading materials;
- Supporting outreach initiatives;
- Assisting with special projects;
- Supporting summer reading activities;
- Clerical or administrative support tasks approved by staff.

Volunteers shall not perform tasks that:

- Require professional librarian certification or training;
- Involve confidential patron records or protected information;
- Replace duties regularly assigned to paid staff;
- Involve disciplinary authority over patrons or staff;
- Present unreasonable safety or liability risks.

The library may modify or discontinue volunteer assignments at any time.

5. Standards of Conduct



Volunteers are representatives of the library while performing assigned duties and are expected to maintain professional, respectful, and courteous conduct at all times.

Volunteers must:

- Follow all library and City policies and procedures;
- Follow instructions provided by supervising staff;
- Maintain patron confidentiality in accordance with applicable laws and library policies;
- Report safety concerns, accidents, or incidents immediately;
- Dress appropriately for assigned duties;
- Maintain reliable attendance and punctuality;
- Conduct themselves in a manner consistent with the library's standards for public service.

Volunteers shall not engage in:

- Disruptive, unsafe, discriminatory, or harassing behavior;
- Unauthorized use of library equipment, technology, or confidential information;
- Political campaigning or solicitation while volunteering;
- Activities outside assigned volunteer duties without staff approval.

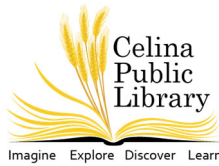
6. Attendance and Scheduling

Volunteers are expected to fulfill scheduled commitments and provide reasonable notice if they are unable to attend an assigned shift or event.

Because volunteer opportunities depend on staff supervision and operational needs, repeated absences, excessive tardiness, or failure to communicate may result in removal from the volunteer program.

The library does not guarantee a minimum number of volunteer hours or assignments.

7. Training and Supervision



Volunteers shall receive orientation and training appropriate to their assigned duties. All volunteers work under the direction and supervision of designated library staff.

The library reserves the right to reassign volunteers, adjust responsibilities, or terminate volunteer service at any time when deemed in the best interest of the library or the City.

8. Minors Volunteering

Volunteers under the age of eighteen (18) must have written permission from a parent or legal guardian prior to participation. Certain assignments may include additional age restrictions or supervision requirements.

Teen volunteer opportunities may be limited based on staffing levels, training capacity, seasonal operational demands, and available projects.

9. Background Checks

Background checks may be required for volunteers depending on the nature of the assignment, access to facilities, interaction with minors, or City policy requirements.

Failure to successfully complete required screening processes may result in ineligibility for volunteer service.

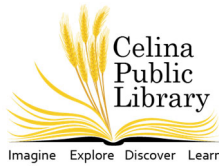
10. Injury and Liability

Volunteers are expected to perform duties safely and follow all applicable safety procedures. Any accident, injury, or unsafe condition must be reported immediately to supervising staff.

The City and library reserve all rights and protections available under applicable law and municipal policy.

11. Volunteer Hours and Documentation

The library may document volunteer hours for approved service activities. Volunteers who require documentation for school programs, scholarships, service organizations, or court-ordered service must notify library staff before beginning volunteer assignments.



The Celina Public Library does not offer court-ordered community service volunteer opportunities.

12. Separation from Volunteer Service

Volunteer service may be discontinued at any time by either the volunteer or the library. Reasons for dismissal may include, but are not limited to:

- Violation of library or City policies;
- Inappropriate conduct;
- Failure to follow staff direction;
- Excessive absences or unreliability;
- Safety or security concerns;
- Misrepresentation on volunteer application materials;
- Operational changes or lack of available assignments.

13. Acknowledgment

All volunteers may be required to sign an acknowledgment confirming they have read, understood, and agreed to comply with the Volunteer Policy and all applicable City and library procedures prior to beginning service.



Life Connected.

MINUTES
LIBRARY BOARD REGULAR MEETING
CELINA CITY HALL
142 N OHIO ST
THURSDAY, JUNE 4, 2026
6:00 PM

I. CALL TO ORDER AND ANNOUNCE A QUORUM PRESENT:

Board Member Tom Parsons called the meeting to order at 6:04pm.

Members Present:

Board Member Albert Aguilera
Board Member Becky Thomas
Board Member Shirley Dietz arrived at 6:19PM
Board Member Tom Parsons
Board Member Trice Whitaker
Board Member Vicky Hogue
Board Member Cindy Smith

Members Absent:

Chair Jo Rutt
Vice Chair Tiffany Hoggard

II. OPEN FORUM:

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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.

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

III. WORKSESSION:

A. Update from Friends of the Library. (Rutt)

Board Chair Jo Rutt was absent at this meeting, but Board Member Vicky Hogue, acting as a member of the Friends of the Library, decided to table any updates until next month.

B. Library Monthly Report. (Ortiz)

Director Ortiz gave statistics for May’s Summer Reading Kickoff Party, citing a higher than previous year’s attendance. Other statistics included annual increases in monthly checkouts, new staff, and professional development updates. Discussion of summer programs and increase in both volume and quality rounded out this section of the meeting. Board Member Becky Thomas asked for a Bookmobile update, and Director Ortiz mentioned that due to extreme summer weather, the Bookmobile has lessened the stops, and early morning scheduling.

C. Discussion of Future Items. (Ortiz)

When asked by Director Ortiz for any specific next steps, Board Member Whitaker enjoyed all the new information, and “more of the same.” Board Member Aguilera asked for more information regarding databases.

IV. ACTION:

A. Minutes Approval - Meeting - May 7, 2026

Library Board – Regular Meeting – May 7, 2026

Upon a motion by Board Member Vicky Hogue, and a second by Board Member Trice Whitaker, the Board voted (7) for and none (0) opposed to approve the May 7 Library Board Meeting minutes. The motion carried 7-0.

V. **ADJOURNMENT:**

Board Member Tom Parsons adjourned the meeting at 6:42pm.

Chair

Staff Liaison

Date