

Cultural Arts Commission



September 25, 2025
Town Hall
2121 Cross Timbers Road
Flower Mound, TX 75028

6:30 p.m.

AGENDA

A. CALL TO ORDER

B. PUBLIC COMMENT

The purpose of this item is to allow the public an opportunity to address the Board/Commission regarding any item on this agenda that is not a "Public Hearing." Issues regarding daily operational or administrative matters should first be dealt with by calling Town Hall at 972- 874-6000 during business hours. To speak to the Board/Commission during public comment, please fill out a comment form, which is located in the lobby of Town Hall.

In accordance with the Texas Open Meetings Act, the Board/Commission is restricted from discussing or acting on items not listed on the agenda.

- Speakers are limited to 3 minutes; a tone will sound at 30 seconds left and when time has expired, and times may be adjusted by the Chair depending on the number of speakers.
- Speakers must address their comments to the Board/Commission.
- Please state your name and address when speaking.

C. ANNOUNCEMENTS

Announcements from the members

1. Ron Miller, Chair/Place 1, resignation/retirement

D. PRESENTATION(S)

1. Salute to Ron Miller

E. STAFF/DIRECTOR REPORT

1. Rachel Hadidi, Director of Library Services, provides her report
2. Letitia Carter, Community and Cultural Events Manager, presents staff report
3. Travis Cunniff, Assistant Director of Parks and Recreation, presents his staff report

F. CONSENT ITEM(S)

This part of the agenda consists of non-controversial, or "housekeeping" items required by law. Items may be removed from Consent by any Commissioner by making such request prior to a motion and vote.

1. Approve minutes 7/24/25 - Consider approval of the minutes from July 24, 2025.

2. Library Policies 2025 - Consider the approval of changes to the Library Policies.

G. REGULAR ITEM(S)

1. Formation and member appointment for Library bookmark contest review subcommittee -

Creation of a subcommittee and appointment of members to review the Library's bookmark contest entries to select age group winners

H. FUTURE AGENDA ITEM(S)

The purpose of this item is to allow the members an opportunity to bring forward items they wish to discuss at a future meeting.

I. COORDINATION OF CALENDARS

J. ADJOURN

I do hereby certify that the notice of above meeting for the Town of Flower Mound was posted at Town Hall, Town of Flower Mound, Texas, and on the Town's website in compliance with Chapter 551, Texas Government Code on September 19, 2025, by 5:00 p.m.

Rachel Hadidi, Staff Liaison

The Flower Mound Town Hall and Jody Smith Hall are wheelchair accessible. Requests for accommodation or interpretive services must be made 48 hours prior to this meeting by contacting Town Hall at 972.874.6000. Additional time limits will be provided for members of the public that need to address the Town Council through a translator.

Cultural Arts Commission



July 24, 2025
Town Hall
2121 Cross Timbers Road
Flower Mound, TX 75028

6:30 p.m.

DRAFT MINUTES

A. CALL TO ORDER

Elizabeth Brannon, Vice Chair, called the meeting to order at 6:33pm.
The Cultural Arts Commission met in a regular meeting with the following members present:

Elizabeth Brannon, Vice Chair, Place 2
Beth Dilley, Place 3
Laverne Amsterdam, Place 4
Murthy Mantha, Place 5
Cindy, Place 6
Deb Fitzpatrick, Place 7, Alternate

with the following member(s) absent:
Ron Miller, Chair, Place 1
Virginia Curry, Place 8, Alternate

constituting a quorum with the following members of the Town Staff participating:

Rachel Hadidi, Director of Library Services
Letitia Carter, Manager of Community and Cultural Events
Samantha Stansbery, Administrative Assistant

B. PUBLIC COMMENT

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- Speakers are limited to 3 minutes; a tone will sound at 30 seconds left and when time has expired, and times may be adjusted by the Chair depending on the number of speakers.
- Speakers must address their comments to the Board/Commission.
- Please state your name and address when speaking.

There were no public comments at this meeting.

C. ANNOUNCEMENTS

Announcements from the members

Fall concerts for Voices of Flower Mound October 4th and 5th.

Lewisville Lake Symphony will have concerts on September 19th and November the 11th. They will have their International Chamber Series on October 17th and December 29th.

Lewisville Lake Symphony is currently taking applications for their internship program. This is open to anyone.

The Flower Mound Community Orchestra does not currently have anything posted for the 25-26 year.

Flower Mound picture contest is coming up. Tish will have more info in her report.

The Annual Board & Commission Open House will be held on Tuesday, July 29, from 5:30-7:30pm. Ron will not be able to attend due to health concerns and surgery for such concerns. Member Brannon and Amsterdam will be at the event to represent the Cultural Arts Commission.

D. PRESENTATION(S)

E. STAFF/DIRECTOR REPORT

1. Rachel Hadidi, Director of Flower Mound Public Library, provides her staff report
*Agenda had addendum to be reflected with correct spelling with the minutes.

Rachel's Staff report included the following:

- The Library currently has teen artists painting murals in some of the study rooms. Rachel showed photos to illustrate the progress they are making. The murals will be "Piney Woods Loggers" by Gael Giovani Guardado, "Panhandle Plains: by Sonu Reddy, "Sunset Over Big Bend Country" by Abbie Sweatt, and "Gulf Coast" by Noah Kang.
- Ribbon cutting for the murals will be on August 12th at 5:30pm.
- Summer numbers--increases since last year in program attendance, checkouts, and e-checkouts.

2. Letitia Carter, Manager of Community and Cultural Events, provides her staff report.

*Agenda had addendum to be reflected with correct spelling with the minutes.

Tish provided a slide show to include images with information about how the Community Events and Cultural Arts have progressed throughout the year. The slideshow included Arts Festival, Art Walls throughout the Town buildings, Traffic Boxes, Chalk the Walk, Community Arts Project, and the Public Art Project. The

Public Art Project call for Pulic Art to display at the Peters Colony Memorial Park closet on July 22nd.

There was also some discussion on ways that could potentially improve some of the events. Coming up events include: scrape art with Beth Dilley at the CAC on September 27th from noon - 2:00pm and Do Your Part, Make Some Art on November 1st from 11:00-3:00pm.

Tish presented the Commission with some questions to keep in consideration:

1. How can we improve the accessibility and visibility of existing art programs (especially for people who are unaware of current offerings)?
2. How can we expand our audiences to reflect a wide variety of experiences and interests?
3. How can we establish regular feedback opportunities like community forums, surveys, or artist round tables, to ensure the Arts Programming continues to evolve based on local needs and interests?

ACTION: Murthy Mantha moved to create a sub-committee for feedback mediums and processes. Laverne Amsterdam seconded the motion.

AYES: Beth Dilley, Laverne Amsterdam, Murthy Mantha, Cindy Jones, Deb Fitzpatrick

NAYS: None

ABSTAIN: None

RESULT: 5 : 0

F. CONSENT ITEM(S)

This part of the agenda consists of non-controversial, or “housekeeping” items required by law. Items may be removed from Consent by any Commissioner by making such request prior to a motion and vote.

1. Approve minutes 5/22/25 - Consider approval of the minutes from May 22, 2025.

ACTION: Beth Dilley moved to approve F.1. as presented in the agenda caption. Cindy Jones seconded the motion.

AYES: Beth Dilley, Laverne Amsterdam, Murthy Mantha, Cindy Jones, Deb Fitzpatrick

NAYS: None

ABSTAIN: None

RESULT: 5 : 0

G. REGULAR ITEM(S)

There were no regular items at this meeting.

H. FUTURE AGENDA ITEM(S)

The purpose of this item is to allow the members an opportunity to bring forward items they wish to discuss at a future meeting.

Members who have been appointed to the sub-committee for feedback mediums and processes will be announced at the next meeting.

I. COORDINATION OF CALENDARS

The next meeting will be Thursday, September 25th, 2025 at 6:30pm.

Member Mantha and Jones will be absent at this meeting.

J. ADJOURN

Elizabeth Brannon, Vice Chair, having exhausted the agenda adjourned the meeting at 7:31pm.



CULTURAL ARTS COMMISSION AGENDA F.2. CONSENT ITEM(S)

DATE: September 25, 2025
FROM:
ITEM: Consider the approval of changes to the Library Policies.

BACKGROUND:

BOARD REVIEW/CITIZEN FEEDBACK:

ALTERNATIVES:

FISCAL IMPACT: \$

Proposed Expenditure/(Revenue)
\$

Account Number(s):
100-XXX-XXXXX-XXXX

LEGAL REVIEW: (Name of Town Attorney), of Taylor, Olson, Adkins, Sralla, & Elam L.L.P., has reviewed the (contract, agreement, ordinance, resolution, etc.) as to form and legality.

No alteration to the legal content of this (ordinance, resolution, etc) was made, which had originally been approved by Taylor, Olson, Adkins, Sralla, & Elam L.L.P.

The Town's standard (construction agreement, professional service agreement, etc) form documents, prepared by Taylor, Olson, Adkins, Sralla, & Elam L.L.P., was used to draft this agreement. No alteration to the legal content of this form document was made.

ATTACHMENTS:

1. Collection Development 9.2025
2. Community Rooms 9.2025
3. Computer and Internet Use 9.2025
4. Creation Lab 9.2025
5. Interlibrary Loan and Interlibrary Lending 9.2025
6. Library Circulation Policy 9.2025
7. Library Code of Conduct 9.2025

DRAFT MOTION: Move to approve as presented in the agenda caption.

No action is required by the Town Council on this item.

Discuss and provide staff with direction.

Action will be considered following the second public hearing.

COLLECTION DEVELOPMENT

- The foundation of any public library is a broad and varied collection of information resources including print, media and electronic resources, which meet the educational, informational, recreational and cultural needs of the community it serves. The Flower Mound Public Library was established to serve everyone within the Library's service area and recognizes individuals and groups within the community have diverse interests, backgrounds and needs.
- The purpose of the library selection process is to acquire materials in accordance with the mission and goals of this library within budgetary constraints. The Library's mission states: "The Flower Mound Public Library supports education in our community by providing access to information, creating young readers, fostering success in school, and facilitating lifelong learning. The Library contributes to the quality of life in Flower Mound by stimulating imagination, celebrating diversity, and encouraging creativity in a space that meets the needs of the community." The Library upholds the right of the individual to secure information, even though the content may be controversial, unorthodox, or unacceptable to others. Materials in the library present a diversity of view points, enabling citizens to make the informed choices necessary in a democracy.
- Ultimate responsibility for materials selection rests with the Library Director who operates within the framework of policies approved by the Cultural Arts Commission. The Library Director delegates the task of collection development to professional staff.
- The Library strives to collect materials offering differing points of view. The primary criteria used in selecting material include: popular demand, quality, accuracy, authority, timeliness, enduring value, social significance, cost and availability of material on the topic. Other criteria may apply in certain circumstances. Materials are judged on the basis of the content and style of the work as a whole.
- Materials are selected for the Library using a variety of sources, including professional journals, trade journals, subject and genre bibliographies, publisher catalogs, reviews in the popular press, and suggestions from patrons. Materials must meet one or more of the following criteria to be selected.
- Criteria:
 - Reviews from professional library resources/journals
 - Authoritativeness and/or reputation of the author
 - Relevance to interests and needs of the community
 - Price, availability, and Library materials budget
 - Extent of publicity, critical review, and current or anticipated demand
 - Currency and accuracy of information
 - Level of need within the existing collection
 - Impartiality or absence of bias
 - Aesthetic qualities or literary merit

COLLECTION DEVELOPMENT

- Criteria continued
 - Technical aspects such as illustrations, sound, and clarity
 - Suitability of the physical form for library use
 - Online resources are also evaluated based on accessibility and availability of library licensing
 - In most cases, the Library will not purchase self-published materials that are not reviewed in established review journals. The Library will accept self-published materials from local authors that will be considered based on the above criteria.
- Flower Mound Public Library does not attempt to meet curriculum needs of educational programs at any level.
- Materials are selected in the most appropriate format for the conditions under which they will be used, with consideration given for cost and length of use. E-content will be selected using the same criteria as other materials.
- Multiple copies will be purchased for titles that have high demand. Multiple copies of classics and required reading for the school district will be purchased as appropriate and within budget considerations.
- In order to maintain an up-to-date collection, worn and outdated materials are continuously reviewed and withdrawn from the collection as needed. Materials may also be withdrawn if they are seldom used or are superseded by a new edition or better work on the same subject. The CREW method: Expanded Guidelines for Collection Evaluation and Weeding for Small and Medium-Sized Public Libraries, published by the Texas State Library, is used as a guideline for collection maintenance.
- Requests to reconsider library materials must be made in writing, using the “Request for Reconsideration of Library Materials” form. Requests will only be accepted from adults who are both a Flower Mound resident and a Flower Mound Public Library cardholder in good standing. The Director, in conjunction with the Library’s department managers, will consider requests and communicate the decision in writing to the requestor. The Director will inform the Cultural Arts Commission of all requests for removal. Requests that have been denied may be appealed by making a written request to the Cultural Arts Commission. An item may only be reconsidered once. Once an item goes through the reviewal process, it may not be reconsidered again.

COMMUNITY ROOMS

- The Community Program Room and Community Multipurpose Program Room are intended to support the administrative and programming needs of the Library and the Town of Flower Mound. The Community Room may be booked at no cost to Flower Mound Public Library card holders through representing non-profit or civic groups
- Audio visual equipment is available in the room: HDMI, TV or Projector, sound system. It is the responsibility of the person making the reservation to see that the equipment is used in the correct and proper manner. Arrangements for instructions on using the equipment should be made when reserving the room. Groups are encouraged to inquire whether specific types of connectors are available, and to make arrangements to test equipment in advance. Staff is not available to assist at the time of the meeting or program. Internet access is wi-fi only.
- Groups must provide all supplies needed. The Library cannot provide office supplies, scissors, staplers or copy services. The room does not have a dry-erase board, and nothing may be posted on the walls.
- Refreshments may be served at meetings in the Community Program Room. Refreshment supplies are not provided by the Library. No open flames.
- Refreshments may not be served in the Community Multipurpose Room.
- Groups using the Program/Community Room must accomplish set-up and clean-up within the reservation time. Due to heavy use of the room, groups will not be able to access the room early to set up, and must restore the room to its original condition by the time the reservation ends. The last group of the day must be out of the room 30 minutes before library closing time.
- The use of all alcohol, e-cigarettes and tobacco products is prohibited.
- Sales, admission fees, and fundraising are prohibited.
- The Library Program Room may be used only when the Library is open to the public. The Program room is only available for meetings and approved programs; it may not be used for social functions (i.e., birthdays, showers, receptions, or similar celebrations), exercise classes, dance classes, or similar type functions.
- Reservations may be made up to 30 days in advance and at least 5 days prior. Reservation requests will be responded to within 72 hours. If you are a HOA and need to book more than 30 days in advance please contact the library to set up an HOA account.
- The cardholder must be present for the duration of the booking. Charges will be levied for any damage based upon actual repair or replacement costs.
- The library community rooms are subject to all Town of Flower Mound Policies and Procedures. Failure to comply will result in loss of use privileges.
- Groups are subject to the Library Code of Conduct

COMPUTER AND INTERNET USE

- All Internet resources accessible from the Library are offered equally to all users. Parents and guardians, not the library staff, are responsible for the Internet material selected and accessed by their children. Per the Library's interlocal service agreement with Denton County, internet access is filtered.
- Due to the limited resources available for provision of public access to computers and the Internet, such as bandwidth issues, the Library may set limits on the use of these services. This may include time limits, number of sessions per day and use of large files. Anyone using the Library's Internet access must comply with all applicable federal, state and municipal policy.
- The quality of information on the Internet varies greatly and must be evaluated critically by the user. The Flower Mound Public Library disclaims warranty as to any information's accuracy, authoritativeness, timeliness or usefulness.
- Information downloaded from the Internet may contain computer viruses. Flower Mound Public Library is not responsible for any virus inadvertently downloaded and transferred to a personal computer.
- The library staff will provide basic Internet assistance. Users are responsible for learning how to use specific programs.
- Computing resources may not be used for illegal purposes. Examples of unacceptable uses include:
 - Accessing or distributing material that is harmful to minors (TX Penal Code 43.21);
 - Harassment or libeling;
 - Destruction of, or damage to equipment, software or data belonging to the Library or others;
 - Disruption or unauthorized monitoring of electronic communications;
 - Unauthorized copying of copyright-protected materials;
 - Attempting to modify or gain unauthorized access to files, password or data belonging to others;
 - Violation of software licensing agreements.
- Any violation of Library policy may result in loss of library-provided access to the Internet. When and where applicable, law enforcement agencies may be involved.

CREATION LAB

- The Creation Lab is a space to explore creativity and learn new skills. Patrons may reserve machines in the Creation Lab in advance using a valid Flower Mound Public Library card.
- Creation Lab users must sign a Use Agreement before being allowed to work in the Lab.
- Patrons under the age of 13 must be accompanied by an adult while in the Creation Lab.
- Staff is available during Lab hours to provide basic assistance. Responsibility for learning to use Creation Lab equipment lies with the user.
- Users are subject to the Library Code of Conduct.
- Failure to comply with staff instructions may result in the loss of Creation Lab privileges.
- The cardholder that made the reservation must be present for the duration of machine use.

INTERLIBRARY LOAN AND INTERLIBRARY LENDING

- The library participates in a nation-wide Interlibrary Loan System. Requests for items not owned by the Library may be requested through the Library website. Some interlibrary loan requests require the payment of a postage fee.
- Interlibrary loan materials cannot be renewed. Interlibrary loan service is available to all adult Flower Mound Library cardholders who are in good standing. Borrowing items through ILL is subject to the policies of the lending library. Members are responsible for any fees or fines assessed by the lending library. Individuals may borrow no more than three items at one time.
- Flower Mound Public Library will loan materials to other Texas libraries which are participating members of the Texpress Courier service. Individuals must initiate an interlibrary loan request through their home library and must be a member in good standing at that library. Requests must be submitted through the home library.
- The Library does not loan reference materials, newspapers, or periodicals. The Library does not provide photocopies of materials.
- The Library does not loan any materials less than six months old.
- The Library does not loan video games, board games, Tonies, Yotos, STEM Kits, Library of Things materials.
- The Library will not borrow textbooks through interlibrary loan.
- The loan period for Interlibrary Loan items is set by the lending library. Renewals are at the discretion of the lending library. Borrowers are responsible for reimbursement for lost or damaged items and if items are returned damaged, the Library will bill the patron account.

LIBRARY CODE OF CONDUCT

- It is the policy of the Flower Mound Public Library to provide a pleasant, safe and appropriate environment for library members and staff. Conduct that interferes unreasonably with any members' ability to use the Library is not permitted. Conduct that is disrespectful or abusive toward staff or other library users may result in loss of privileges.
- The following are prohibited:
 - Behavior violations include, but are not limited to:
 - Physical or verbal abuse
 - Use of profanity
 - Loud, disruptive behavior
 - Sleeping
 - Bringing in non-service animals
 - Possession or use of alcohol
 - Use of tobacco products or vapor products, including e-cigarettes
 - Illegal acts, including but not limited to:
 - Theft
 - Criminal mischief, including misuse or vandalism to building, property, equipment, or materials
 - Sexual Misconduct
 - Environment violations include, but are not limited to:
 - Entering the library with hygiene conditions or unsanitary belongings that:
 - Interfere with the use of the libraries by others
 - Create a safety or health hazard
 - Deny space to other patrons
 - Block access to or from building exits
 - Bedrolls or sleeping bags
 - Storing or leaving personal belongings unattended
 - Consuming food or beverages in a manner that creates an unclean environment that disrupts other patrons or is harmful to library resources
- Only animals assisting the disabled or as a part of a Library-sponsored event are permitted in the Library. Service dogs-in-training may be allowed with the permission of the Library Director.
- Any continuous, prolonged or serious violation of this policy may result in expulsion from the Library.

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- Any continuous, prolonged or serious violation of this policy may result in expulsion from the Library.



CULTURAL ARTS COMMISSION AGENDA G.1. REGULAR ITEM(S)

DATE: September 25, 2025

FROM:

ITEM:

Creation of a subcommittee and appointment of members to review the Library's bookmark contest entries to select age group winners

BACKGROUND:

BOARD REVIEW/CITIZEN FEEDBACK:

ALTERNATIVES:

FISCAL IMPACT: \$

Proposed Expenditure/(Revenue)

\$

Account Number(s):

100-XXX-XXXXXX-XXXX

LEGAL REVIEW: (Name of Town Attorney), of Taylor, Olson, Adkins, Sralla, & Elam L.L.P., has reviewed the (contract, agreement, ordinance, resolution, etc.) as to form and legality.

No alteration to the legal content of this (ordinance, resolution, etc) was made, which had originally been approved by Taylor, Olson, Adkins, Sralla, & Elam L.L.P.

The Town's standard (construction agreement, professional service agreement, etc) form documents, prepared by Taylor, Olson, Adkins, Sralla, & Elam L.L.P., was used to draft this agreement. No alteration to the legal content of this form document was made.

ATTACHMENTS:

None

DRAFT MOTION: Move to approve as presented in the agenda caption.

No action is required by the Town Council on this item.

Discuss and provide staff with direction.

Action will be considered following the second public hearing.