

## OFFICIAL MINUTES OF THE ROWLETT PUBLIC LIBRARY ADVISORY BOARD

Date: Thursday, March 11, 2010  
Location: Library Conference Room, 3900 Main Street

1. Meeting called to order at 7:02 p.m. and a quorum was present.
  - Members present: Veda Kull, Donna Davis, Pat Harris, Ginny Thomas, Julie Plummer and Mary Baldwin.
  - Members absent: Penny Graham.
  - Visitors: Daniel Plummer.
  - Staff present: Director of Library Services Kathy Cockcroft.
2. Consider approving the minutes of the regular meeting of January 14, 2010.
  - Motion made by Veda Kull to accept the minutes as written, seconded by Donna Davis; motion passed unanimously.
3. Acknowledge communications.
  - The Library was notified in February that we have been awarded the 2009 Achievement in Excellence Award from the Texas Municipal Library Directors Association. Of the more than 500 public libraries in Texas only 27 received this 2009 award. The award will be presented at the April 6<sup>th</sup> City Council meeting.
4. Receive State of Library reports.
  - The library offered its first talent show in January. There were thirteen contestants from the very young to adults. The winner was 14 year old Morgan Cannon who played a Beethoven's Sonata on the piano.
  - The library was very busy in February hosting AARP tax assistance and early voting. It was tight quarters for a great deal of our programs as story times were held on the floor and ESL barely fit in the Conference Room.
  - The Library will offer "Food for Fines" week during National Library Week in April.

### Receive an update on the library's budget.

- Kathy Cockcroft reported the library is right on schedule with the budget.

### Receive an update on the Library Equipment Acquisition Fund (L.E.A.F.).

- Update for "ongoing" book sale
  - January sales: \$239.89
  - February sales: \$296.20
- Update on tote bag donations
  - January sales: \$15.00 (3 bags)
  - February sales: \$15.00 (3 bags)

### Receive ongoing report on volunteer hours in Library.

- Volunteer hours worked in January: 184 hours.
- Volunteer hours worked in February: 250 hours.
- Amazed at number of volunteer hours worked.

### Receive an ongoing report on programs.

- City Manager's Book Club meets third Thursday of month. March selection is *Confederates in the Attic*.

- “Cake Decorating with Carol Smith” scheduled for Saturday, March 6<sup>th</sup>.
- “Beginning Genealogy Workshop with Nancy Maxwell” scheduled for Friday, March 12<sup>th</sup>.
- 2<sup>nd</sup> Annual Cake Walk scheduled for Tuesday, March 16<sup>th</sup>.
- “Food for Fines” week April 11-17, 2010.

Announce upcoming events.

- During March, the U. S. Census Department will be onsite 3 times to administer their test for potential census takers.

5. Review new website.

- Most everyone has looked at the new website.
- Kathy Cockcroft is monitoring the e-mail questions for now.
- Jobview is right up front.
- TexShare video is really nice with a description on how to access their databases; a lot of information is available: business and resources, books and literature and genealogy.

6. Discuss 2010 North Texas Conference for Library Supporters.

- Originally scheduled for February 14<sup>th</sup> but was cancelled and will be re-scheduled in July.

7. Discuss proposed revisions of the Library’s Policy Manual.

- Donna and Veda met again and have revised it slightly. They want to think about approaching as if a new manual that could be posted on the website (Kathy would support that idea).
- Added in a wireless statement and disclaimer that connecting is not secure.
- City Manager was pleased that some of the operating stuff was taken out of the manual.

8. Discuss 21<sup>st</sup> Century library vision.

- New website.
- Looking for a vendor for downloadables.
- Loaner laptops within the library.
- Early literacy stations.

9. Public Announcements.

- Cristen Gray, part-time circulation staff, had her baby, a boy.
- April 6<sup>th</sup> Health Fair for seniors.
- Kathy would like to have a table at the Community Centre 9 a.m. – 2 p.m. Donna could work from 12:30 – 2 p.m.
- Cake Walk is Tuesday, March 16<sup>th</sup> at 2 p.m.
- Friends of the Rowlett Library, Inc. meeting is Tuesday, March 30<sup>th</sup> at 7 p.m. They are sponsoring a writer’s forum; 3 authors coming for Q & A and to give their testimonies. They will have book signings; refreshments will be served.

10. Future Topics.

- Call to order
- Consider approving the minutes from the regular meeting held March 11, 2010
- Acknowledge communications
- Receive the State of Library report for March 2010
  - receive an update on the library’s budget
  - receive an update on Library Equipment Acquisition Fund (L.E.A.F.) fund
    - a) update on the “ongoing” book sale
    - b) update on tote bag donations
  - receive ongoing report on volunteer hours in library

- receive an ongoing report on programs
- announce upcoming events
- Discuss proposed revisions of the Library's Policy Manual.
- Discuss 21<sup>st</sup> century library vision
- Public Announcements
- Future Topics
- Adjourn

10. Adjournment.

Motion made to adjourn by Donna Davis, seconded by Mary Baldwin.

Meeting adjourned at 7:40 p.m.

*Pat Harris*

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Pat Harris, Chairperson

*4/8/10*

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Date