

OFFICIAL MINUTES OF THE ROWLETT PUBLIC LIBRARY ADVISORY BOARD

Date: Thursday, April 8, 2010
Location: Library Conference Room, 3900 Main Street

1. Meeting called to order at 7:05 p.m. and a quorum was present.
 - Members present: Veda Kull, Donna Davis, Pat Harris, Ginny Thomas, Julie Plummer, and Penny Graham.
 - Members absent: Mary Baldwin.
 - Visitors: Nicholas Kreekon.
 - Staff present: Director of Library Services Kathy Cockcroft.
2. Consider approving the minutes of the regular meeting of March 11, 2010.
 - Veda Kull made a motion to accept the minutes with the exception of #7, to add "the Wi-Fi connection is not secure".
3. Acknowledge communications.
 - The Library received a notification that the National Friends of the Library and the Association of Library Trustees & Advocates have joined together to form the Association for Library Trustees, Advocates, Friends and Foundation ALTAFF.
4. Receive State of Library reports.
 - At the Friends of the Rowlett Library, Inc. annual meeting a writer's forum with local authors was presented.
 - During spring break, the library presented its second annual cake walk and over 1,000 people visited the library that day. Local merchants donated 150 cakes, cookies, etc. Total program attendance for March was 1,374.
 - Window blinds for the meeting room have been ordered and should be installed by the end of April or early May.
 - Flowers in the circle out front did not survive the winter and the City is looking to replace.
 - Kathy Cockcroft ordered a sample "bird spike" which would be placed in the grid outside the front door. Its purpose is to prevent birds from landing and it should keep the front entrance cleaner. The sample bird spike, when placed on the overhang, was hardly noticeable so the plan is to order those and install.
 - Kathy Cockcroft will be attending the Texas Library Association annual conference next week. She will attend a workshop presented by Joan Frye Williams, an Information Technology Consultant.

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
 - March sales: \$356.60
- Update on tote bag donations
 - March sales: \$15.00 (3 bags)

Receive ongoing report on volunteer hours in Library.

- Volunteer hours worked in March: 356 hours.

Receive an ongoing report on programs.

- April 11 – 17, 2010 is National Library Week and the library will offer “Food for Fines”.
- Diversity Day is April 24, 2010 and the library will have a table with book with different languages. Event is 1 – 4 p.m.

Announce upcoming events.

- Volunteer Breakfast is Saturday, April 17, 2010. Eighty invitations were sent out.
- Annual Parent – Child Tea Party is scheduled for Saturday, May 8th at 2 p.m.

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

- Item tabled until further notice.

6. Discuss 21st Century library vision.

- Will discuss after Kathy Cockcroft returns from the Texas Library Association annual conference.
- Kathy mentioned the downloadable books will be offered soon.
- New website is working well; Ask a Librarian request has been manageable.

7. Public Announcements.

- Senior Computer Class on April 20-22, 2010 from 8:30 a.m. to 10 a.m. Over 100 people on the list, still looking for instructors and volunteer helpers.
- Averaging 10,000 a month using the Internet here at the library.
- Space is a concern

8. Future Topics.

- Call to order
- Consider approving the minutes from the regular meeting held April 8, 2010
- Acknowledge communications
- Receive the State of Library report for April 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 21st century library vision
- Public Announcements
- Future Topics
- Adjourn

10. Adjournment.

Motion made to adjourn by Donna Davis, seconded by Penny Graham.
Meeting adjourned at 7:58 p.m.

Pat Harris
Pat Harris, Chairperson

5/13/10
Date