

OFFICIAL MINUTES OF THE ROWLETT PUBLIC LIBRARY ADVISORY BOARD

Date: Thursday, June 10, 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, and Penny Graham.
 - Members absent: Mary Baldwin and Julie Plummer.
 - Staff present: Director of Library Services Kathy Cockcroft.
2. Consider approving the minutes of the regular meeting of May 13, 2010.
 - Motion made by Veda Kull to accept the minutes as written, seconded by Donna Davis; motion passed unanimously.
3. Acknowledge communications.
 - Received a thank you note from the Census Bureau for the use our facilities.
4. Receive State of Library reports.
 - The library presented its fourth annual parent child tea party in May and it was a big success. Library Board member, Pat Harris, volunteered and we are very grateful for all the volunteers who help with this program. The event is a great deal of work but it is very much appreciated and will continue to be an annual program.
 - A new online resource was added to our web page. **Current Biography** is now available online and provides information in many languages as well as an audio version.
 - We have closed down Live Homework Help for the summer. We had over 1,600 sessions this year Kathy is still undecided as to what to offer for the fall. She did speak with the Garland ISD and they do not offer the service. In fact they direct the students to our library. Kathy is reviewing one other vendor and also looking for grants.

Receive an update on the library's budget.

- Kathy Cockcroft reported the library is right on schedule with the budget.
- Kathy estimates that the library will come in under budget by approximately \$9,370. She was asked if this will affect our accreditation and she replied that it would not.

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

- Received second part of the Friends of the Rowlett Library, Inc. donation which gives us a \$12,000 balance.
- Book sales down slightly due to less traffic in the library in May.
- Sold 3 tote bags in May.

Receive ongoing report on volunteer hours in Library.

- Note to staff to add Pat Harris' time to volunteer report for helping with the tea.

Receive an ongoing report on programs.

- Summer Reading Program theme is, "Catch the Reading Express" and the summer reading program will offer programs for children, teens and adults.
- Teen end-of-summer party will be held at the WetZone.
- Tin Roof Tango was the first program of the summer and 207 people attended.

Announce upcoming events.

- Summer Reading Program for children and adults began June 1, 2010.
- Performances on Tuesdays during the Summer Reading Program will be at the Community Centre and the movies shown on Thursdays will be at the library.

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

- Donna Davis has revised the manual condensing sections and eliminating operational procedures. Kathy will revise further for August meeting.
- Veda asked if the manual would be posted on the website in whole or if there will just be a portion posted. Donna said that only portions of the manual will be posted online.
- Pat Harris asked if Kathy Cockcroft's title was Director or Manager.
- Pat questioned the confidentiality of records section – do we need to put that the library does not keep a copy of reader's records – do we need to put that in or not? Should we add that Rowlett Public Library does not keep reader's records (historical) of materials viewed?
- Question from Donna to Board – should we have the duties of the Board a separate document and not a piece of the policy manual?
- Question from Donna to Board – should we have in the child policy section, a minimum age for the unattended underage attendees?

6. Discuss 21st Century library vision.

- Kathy Cockcroft is still in the process of researching downloadable vendors.

7. Public Announcements.

- Pat Harris announced the next Library Advisory Board meeting will be August 12, 2010.

8. Future Topics.

- Call to order
- Consider approving the minutes from the regular meeting held June 10, 2010
- Acknowledge communications
- Receive the State of Library report for June and July 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
- Future Topics
- Adjourn

10. Adjournment.

Motion made to adjourn by Donna Davis, seconded by Ginny Thomas.

Meeting adjourned at 7:50 p.m.

Pat Harris

Pat Harris, Chairperson

8/12/10

Date