

OFFICIAL MINUTES OF THE ROWLETT PUBLIC LIBRARY ADVISORY BOARD

Date: Thursday, September 9, 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, Pat Harris, Ginny Thomas, Mary Baldwin, Julie Plummer and Penny Graham.
 - Members absent: N/A.
 - Staff present: Director of Library Services Kathy Cockcroft.
2. Consider approving the minutes of the regular meeting of August 12, 2010.
 - Motion made by Mary Baldwin to accept the minutes as written, seconded by Ginny Thomas; motion passed unanimously.
3. Acknowledge communications.
 - Sally Reed, President of the Association for Library Trustees, Advocates, Friends and Foundation (ALTAFF) will visit the library Wednesday, September 22 to talk with members of the Friends of the Rowlett Library, Inc., Library Advisory Board and staff.
4. Receive State of Library reports.
 - The library received two new photocopiers this month. The fees are lower than our older copiers so we will save money and provide better service. The staff copier is heavily used as most staff do not have printers.
 - Homework Help is available again, starting August 31st and Mango languages started on September 1st.
 - In the next two weeks, Kathy Cockcroft will be meeting with staff to finalize the details for the work plan for fiscal year 2010-2011.

Receive an update on the library's budget.

- August is a month for reviewing and reorganizing. The focus was on the budget for next fiscal year.
- City Council had three budget work sessions to review and there will be one more on September 15th. The vote on the budget for FY 2010-2011 is scheduled for September 21, 2010.
- A major component of the library's work plan is the purchase of a new integrated library system. This is a costly project and at this point in time, it remains uncertain whether the project will go forth this year or be delayed a year. The economy is not turning and there are concerns over revenue. It is a time to be fiscally prudent.

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

- Book sales for August \$270.88.
- Sold 3 tote bags in August.

Receive ongoing report on volunteer hours in Library.

- Volunteer hours donated by Boards and Commissions are now being included on our volunteer report.

Receive an ongoing report on programs.

- Programs for August consisted of story times, the Community picnic and the Mobile Dairy Classroom. The library had a cow, literally, on the front lawn and a trained instructor from the Southwest Dairy Museum demonstrated how to milk a cow and how the milk goes from farm to consumer.
- Program attendance for August was 640 compared to 2,228 for July. After Summer Reading, it is time to regroup.
- Plans were made for September programs, including an additional story time and ESL classes.
- Senior computer classes and genealogy classes are also scheduled.
- The library's multimedia projector needed a new bulb so it is ready for computer class.
- We are also planning a R.E.A.D. in America Celebration day on Saturday September 25th and invite you all to attend.
- The City Manager's Book Club will start on September 16th discussing, *Water for Elephants* by Sara Gruen.
- Early voting will be held at the Annex building; starts in October.
- Two ESL volunteers will be trained at Rockwall Library to become certified tutors.

Announce upcoming events.

- Penny Graham will not be reapplying to serve on the Library Advisory Board.

5. Discuss Volunteer Fair to be hosted by City on September 13, 2010.

- City will host Volunteer Fair, Monday, September 13 at the Rowlett Community Centre from 7 to 8:30 p.m.
- Library magnets and book bags will be used as giveaways.
- Table should be decorated to make it look inviting and enticing so people will be prompted to stop by the table.
- The Friends of the Rowlett Library, Inc.; Arts and Humanities Commission and the Library Advisory Board will be represented.

6. Announce Representative Joe Driver's presentation of Loan Star Libraries Grant check at October 5, 2010 City Council meeting.

- Representative Joe Driver contacted the state about the Loan Star Libraries grants and wants to present checks to Sachse, Garland and Rowlett libraries.
- Grant funds were used for GED program, computer literacy stations and extra hours needed during the summer.
- Great media opportunity for all the libraries.

7. Vote to accept proposed revisions to the Library's Policy Manual.

- Pat Harris had a concern with one exception, the exclusion of the statement, "No shirt, no shoes, no service".
- With the exception of removing that statement, the Board voted unanimously to accept the revisions to the policy manual amendments.

8. Discuss library work plan to be presented to the City Manager on September 30, 2010.

- In the next two weeks, Kathy Cockcroft will meet with staff to finalize the details for the work plan.
- Items to include in work plan: increase the volunteer program; find opportunities to engage homeowners associations and non-profit organizations as well as provide local information about these groups to people who might be new to the community.

- Goals include Integrated library system; Economic Stimulus program; increase library card applications; downloadable books; expand ESL; maintain GED programs; offer 3-4 year old story time; keeping up with daily operations; quality workmanship; reviewing outsourcing potential; discussed possible plants/flowers out front of library and see if Friends would like to help.

9. Future Topics.

- Call to order
- Consider approving the minutes from the previous meeting
- Acknowledge communications and announcements
- Receive the State of Library report for August 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
- Report on Volunteer Fair hosted by City on September 13, 2010
- Report on Representative Joe Driver's presentation of Loan Star Libraries grant check at October 5, 2010 City Council meeting
- Discuss library work plan to be presented to City Manager on September 30, 2010
- Future topics
- Public announcements
- Adjourn

10. Public Announcements.

11. Adjournment.

Motion made to adjourn by Mary Baldwin, seconded by Veda Kull.

Meeting adjourned at 7:52 p.m.

Pat Harris

Pat Harris, Chairperson

10/14/10

Date