

OFFICIAL MINUTES OF THE ROWLETT PUBLIC LIBRARY ADVISORY BOARD

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

1. Meeting called to order at 6:58 p.m. and a quorum was present.
 - Members present: Veda Kull, Pat Harris, Ginny Thomas, Mary Baldwin, and Julie Plummer.
 - Members absent: Leora Olorunnisomo and Bill Schwab.
 - Staff present: Director of Library Services Kathy Cockcroft.

2. Consider approving the minutes of the regular meeting held October 14, 2010.
 - Motion made by Veda to accept the minutes as written, seconded by Ginny; motion passed unanimously.

3. Acknowledge communications.
 - Nothing to report.

4. Receive State of Library reports.
 - October was the beginning of our fiscal year so staff were busy ordering material for the collection.
 - GED and ESL classes remain very popular. Another Senior computer class was offered and the City Managers' book club reviewed *The Glass Castle* by Jeannette Walls.
 - For children, there were two Saturday programs, "Paint a Pumpkin" and the 5th Annual Halloween Spooktacular. The library's Meeting Room is turned into a haunted mansion with crafts and games and there were 195 attendees. Kay Lincycomb works very hard to pull off this feat and we are thankful for all the volunteers who assist her. The staff also presented twenty-three story times, introducing children to the joys of reading. Teens in the Library met to discuss the book, *Hunger Games*.
 - Peggy Rudd, State Librarian, visited Rowlett to present the Library with the Loan Star Grant of \$14,989. The funds will be used for the GED program, the Homework Help program and extra staff in the summer to assist during the reading program.
 - The Boards and Commission banquet was on October 28, 2010. The library nominated Chandra Sipes who has been with the GED program for many years as a candidate for Volunteer of the Year. There are so many wonderful volunteers and Chandra was not chosen as the Volunteer of the Year but her work is certainly priceless. The library is very fortunate to have so many volunteers including our Board members.
 - Outside the building, the oak tree in the circular garden is not healthy and will be removed. The Christmas tree will be placed there for December 4th and the City will plant an evergreen in that location. The library has received a donation of two holiday decorations that will be placed on our light poles in the parking lot from Brenda Gardner and her husband Gary.
 - Gay Sherman, library staff member since 2003, lost her battle with leukemia on November 8, 2010. Gay was a very determined person and she worked through November 2nd, when she entered the hospital for a transfusion. She will be missed by all of the staff. Since she worked behind the scenes processing the books, she was not a familiar face to the public but she was an integral part of the staff and library operations.

Receive an update on the library's budget.

- FY 2011 budget is \$1,126,905.

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

- The Friends of the Rowlett Library, Inc. plan to donate \$10,000 to support library programming; and will vote at November meeting to approve donation.
- Donations for month \$303.46.
- Sold 3 tote bags in September.

Receive ongoing report on volunteer hours in Library.

- Volunteer hours are up for the month; overall hours results in almost 2 extra people a year.

Receive an ongoing report on programs.

- Staff continued to work on the downloadable book project. Rowlett, along with Greenville, Denison, Farmers Branch & University Park, will launch this web site on November 22, 2010. and believe it will be well received.

Announce upcoming events.

- Library will close at 5 p.m. Wednesday, November 24 and will be closed Thursday and Friday, November 24 and 25 for the holiday. Library will be open regular hours Saturday, November 27.
- City Tree Lighting event on Saturday, December 4th from 5 – 8 p.m. Library will be open late; will have a craft of decorating gingerbread houses and children's author.

5. Discuss November 20, 2010 Holiday parade activities

- The Friends will be serving popcorn at the parade.
- Parade begins at 10 a.m.
- The gift baskets for the First United Methodist Church festival will be ready to be picked up on Friday.

6. Discuss enhancement of public's awareness of the library.

- Mystery dinner theater was discussed.
- Friends decided not to participate now.
- Mary will check into the scripts and bring information to discuss again at the January meeting.
- Downloadable book program could be a good way to bring enhancement to the library.

7. Members of the Commission and or staff may make announcements of local civic events. No member of the board or commission may discuss or take any action with regard to the announcements.

- Children program Saturday, November 13th is on making memory books.
- Holiday Parade Saturday, November 20th.
- Tree Lighting Saturday, December 4th.
- No December meeting, next meeting is January 13, 2011; be thinking about holiday and doing something for staff.

8. Future Topics.

- Call to order
- Welcome new Interim Library Director
- Consider approving the minutes from the previous meeting

- Acknowledge communications and announcements
- Receive the State of Library report for November and December 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
- Recap on Holiday Parade and Tree Lighting events
- Receive an update on the status of the revised Library Policy Manual
- Review and discuss Library Strategic Plan
- Discuss enhancement of public's awareness of the library
- Initiate and finalize plans for staff appreciation
- Public announcements
- Future topics
- Adjourn

9. Adjournment.

Motion made to adjourn by Mary Baldwin and seconded by Julie Plummer.
Meeting adjourned at 7:45 p.m.

Pat Harris
Pat Harris, Chairperson

2/10/11
Date