

OFFICIAL MINUTES OF THE ROWLETT PUBLIC LIBRARY ADVISORY BOARD

Date: Thursday, October 13, 2011
Location: Library Conference Room, 3900 Main Street

1. Meeting called to order at 7:00 p.m. and determined a quorum was present.
 - Members present: Pat Harris, Julie Plummer, Ginny Thomas, Bill Schwab, Deborah Smith, Tana Daniels and John Pritchard.
 - Members absent: Veda Kull.
 - Staff present: Kathy Freiheit, Director of Library Services.
2. Administer the Oath of Office and the Statement of Elected/Appointed Officer to the newly appointed members.
 - Deputy City Secretary Stacey Chadwick administered the Oaths to Bill Schwab, Tana Daniels, Ginny Thomas, John Pritchard and Deborah Smith.
3. Consider approving the minutes of the regular meeting held September 8, 2011.
 - Motion made by Julie Plummer to accept the minutes as written, seconded by Bill Schwab; motion passed unanimously.
4. Elect Library Advisory Board officers for 2011 – 2012.
 - Bill Schwab made a motion to nominate Pat Harris for Chair; Ginny Thomas seconded. Motion carried, Pat Harris elected.
 - Pat Harris made a motion to nominate Veda Kull for Vice-Chair; Ginny Thomas seconded. Motion carried, Veda Kull elected.
 - Pat Harris nominated Julie Plummer for Secretary; Ginny Thomas seconded. Motion carried, Julie Plummer elected.

Bill Schwab left the meeting at 7:12 p.m.

5. Acknowledge communications.
 - Nothing to report.
4. Receive State of Library reports.
 - FY 2011 – 2012 budget adopted by City Council on September 20.
 - Library Equipment Acquisition Fund (L.E.A.F.) report not available, staff will provide at November meeting.
 - a) Update on the “ongoing” book sale - \$368.74 for September.
 - b) Update on the tote bag donations - \$285, sold 57 bags.
 - Received ongoing report of volunteer hours in Library, 281.75 hours worked in September.
 - Received an ongoing report on programs.
 - Saturday, October 8th pumpkin painting program was a huge success with 72 children and 40 adults attending. Voting for favorite pumpkins will continue in October.
 - Saturday, October 22nd, library will host 6th annual Halloween Spooktacular.
 - Library Teens program on afterschool Mondays draw an average of 30 attendees; 32 participated October 10th.
 - Rowlett Community Centre bringing programs to library for teens
 - ESL – 5 classes offered per week

- GED classes are going well
- Knitting group meets 3rd Tuesday each month
- Visitors to library have declined 4%, figuring out why; computer use up 7.3%
- Announce upcoming events.
 - Spooktacular on Saturday, October 22nd and on October 31st the library is providing Halloween treats, encouraging kids to come dressed in costumes
 - Saturday, November 12th reindeer event
 - Saturday, November 19th parade and crafts at the library

5. Update status on the Library's Strategic Plan.

- Plan approved by City Council on Tuesday, September 20, 2011. Library FY12 Workplan goals based on Strategic Plan

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

- Sachse High School theater department has requested a more definite time frame. Library staff will work with Veda Kull.

7. Public announcements: 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.

- October 20th Boards & Commissions Orientation meeting with Council; Part Two presented by Staff Liaisons at November meetings.
- December 1st Annual Boards and Commission Banquet.

8. Future Topics.

- Call to order
- Consider approving the minutes from the previous meeting
- Presentation of Part Two of "Board Orientation"
- Acknowledge communications and announcements
- Receive the State of Library report for previous month
 - 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 enhancement of public's awareness of the library
- Public announcements
- Future topics
- Adjourn

9. Adjournment.

Motion made to adjourn by Julie Plummer and seconded by Pat Harris; motion passed unanimously. Meeting adjourned at 7:49 p.m.

Pat Harris
Pat Harris, Chairperson

11/10/11
Date