

## OFFICIAL MINUTES OF THE ROWLETT PUBLIC LIBRARY ADVISORY BOARD

Date: Thursday, March 8, 2012  
Location: Library Conference Room, 3900 Main Street

1. Meeting called to order at 7:05 p.m. and determined a quorum was present.
  - Members present: Pat Harris, Veda Kull, Ginny Thomas, Bill Schwab, Tana Daniels and John Pritchard.
  - Members absent: Julie Plummer and Deborah Smith.
  - Staff present: Kathy Freiheit, Director of Library Services.
2. Consider approving the minutes from February 9, 2012 meeting.
  - Motion made by Veda Kull to accept the minutes as written, seconded by Ginny Thomas; motion passed unanimously.
3. Acknowledge communications.
  - N/A
4. Receive State of Library reports for February 2012.
  - Receive an update on the Library Equipment Acquisition Fund (L.E.A.F.)  
Purchased favors for Volunteer Breakfast and "Love My Library" book bags.
    - a) Update on the "ongoing" book sale – January \$190.82 and February \$267.70.
    - b) Update on the tote bag donations – Received corrected copy of report for January.  
Tote bag sales in January (\$35) and no sales in February.
  - Received ongoing report of volunteer hours in Library – 326 hours in February.
  - Received an ongoing report on programs.
    - Book movie trailer contest: Rosie Howard 8<sup>th</sup> grade student at Schrade Middle School was winner of library's first "Future of Communication" Benjamin Franklin's Birthday book trailer contest. Her entry, "High School Debut", was judged best on the basis of presentation, viewer appeal and use of special PowerPoint features. Her book trailer will be displayed on a digital photo frame near the Young Adult collection.
    - Austin Hannah passed the GED and was presented with gift card in celebration of his achievement.
    - Bilingual story times resumed Tuesday, February 21<sup>st</sup>. Volunteers Carolina Brambila and Myriam Aguirre present these story times.
    - Library's Valentine Carnival was held February 11<sup>th</sup> and kids played carnival games to win tickets for prizes.
  - Announce upcoming events.
    - City Manager Book Club continues with the second installment of *Team of Rivals: The Political Genius of Abraham Lincoln*, by Doris Kearns Goodwin.
    - Sign-up for Senior computer classes scheduled February 14 – 16 was full.
    - Spring Break programs include: Lego's (Monday, 3/12); Hunger Games (Tuesday, 3/13); American Girl Party (Wednesday, 3/14); St. Patrick's Day Cake Walk (Thursday, 3/15) and Titanic! (Friday, 3/16).
    - Spring Fest scheduled for Saturday, March 31 from 10 a.m. – 12 noon.

5. Report on Staff Appreciation event.
  - Veda Kull attended and said it was nice; Library Board members furnished goodies (Tana brought brownies; Deborah brought brownies and cookies, and Pat provided fresh fruit trays.) Starbucks gift cards were given to staff, great idea and everyone was appreciative.
  
6. Discuss possible ideas for Boy Scouts Eagle projects.
  - Kathy inquired and staff had several ideas:
    - Repairs / refreshing flower gardens
    - Property behind the library; clean out trees/debris and maybe plant bushes
    - Children's computer stations – built like cars/trucks
    - Design a techno bar with children's theme for computer area (early literacy stations)
  
7. Discuss enhancement of public's awareness of the library.
  - Tentative dates in April are no longer available; May 5<sup>th</sup> or 19<sup>th</sup> only possibilities.
  - Volunteer stage manager Monica Phillips cannot help in May and is booked until June
  - Summer reading program requires all staff resources, so new dates need to be discussed and decided upon.
  - Advertising is best done about three months in advance; May for September dates. Possibilities are: September 22; September 29 and October 6. Veda will need to check availability with Monica and Kathy with library staff for any program conflicts.
  - Kathy sent Brian Funderburk an email; Veda will be in touch with him about new dates, invitations, public notices, etc. Will invite Chamber members of Rowlett.
  - Friends of the Rowlett Library, Inc. have offered support when plans are firm.
  
8. 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.
  - Police Chief Matt Walling has resigned, last day is March 27, 2012.
  - New Economic Development Director is Jim Grabenhorst.
  
9. Future Topics.

Deadline for agenda items is the last Friday of the month. Agenda items are put on by Chairperson.

  - Call to order
  - Consider approving the minutes from the previous meeting
  - Acknowledge communications and announcements
  - Receive the State of Library report for previous month
    - 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 agenda items
  - Adjourn

9. Adjournment.

Motion made to adjourn by Bill Schwab and seconded by Tana Daniels; motion passed unanimously.  
Meeting adjourned at 7:45 p.m.

*Pat Harris*

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Pat Harris, Chairperson

*4/12/12*

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Date