



## OFFICIAL MINUTES OF THE ROWLETT PUBLIC LIBRARY ADVISORY BOARD

Date: Thursday, August 9, 2012  
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, Veda Kull, Julie Plummer, Bill Schwab, Deborah Smith, Tana Daniels and John Pritchard.*
  - *Members absent: Ginny Thomas.*
  - *Staff present: Kathy Freiheit, Director of Library Services; Tonya Hartline, Public Services Manager; Stanley Pollard, Friends of the Rowlett Library, Inc.*
2. Consider approving the minutes from June 14, 2012 meeting.
  - *Motion made by Bill Schwab to accept the June 14, 2012 meeting minutes as corrected (change John Pritchard's June attendance to absent); John Pritchard seconded the motion. Motion passed unanimously.*
3. Presentation on the Friends of the Rowlett Library, Inc. by President Stanley Pollard.
  - *Friends of the Rowlett Library, Inc. formed in 1953 and incorporated 1988.*
  - *The Friends main purpose is fundraising.*
  - *Donations to the library include: public computers, statues, cameras, benches, books, flowers and flower beds and shelving.*
  - *Push to replace or add on to the current building.*
  - *Will ask Library Advisory Board members to consider joining Friends.*
  - *Meetings held 4<sup>th</sup> Tuesdays.*
  - *Dues membership: \$25 annually or \$150 lifetime.*
4. Receive recap regarding the City's Volunteer Fair held July 26, 2012.
  - *Pat and Veda represented the Library Board.*
  - *More people seemed interested in the library this year.*
  - *Need better definition or purpose of fair.*
  - *Have copies of policy and strategic plan available.*
5. Acknowledge communications.
  - *Philip Barott hired as Technical Services Supervisor.*
  - *Tonya Hartline hired as Public Services Manager.*
  - *Joyce Kastendieck hired as part-time Technical Services assistant.*
  - *Harland Mayes hired as part-time page.*

6. Receive State of Library reports for June and July 2012.
- *Receive an update on the Library Equipment Acquisition Fund (L.E.A.F.)*
    - a) *Update on the "ongoing" book sale – June \$189.15 and July \$270.00.*
    - b) *Update on the tote bag donations – July \$5.00 (1 bag).*
  - *Received ongoing report of volunteer hours in Library.*
    - *Total volunteer hours to date 3,168.25 (June 309 hrs and July 462 hrs).*
  - *Received an ongoing report on programs.*
    - *Wrapped up Summer Reading with 1,568 children and 346 teens; 14,655 hours read and 28 programs presented; major funding from Friends and local businesses.*
    - *Ronald McDonald program on August 2<sup>nd</sup> with puppets, magic and much more.*
    - *Three Library camps scheduled in August: 3<sup>rd</sup> "Olympics"; 10<sup>th</sup> "Camping" and 17<sup>th</sup> "Back to School".*
    - *Three "I Hate my eReader" programs scheduled in August.*
  - *Announce upcoming events.*
    - *Library Board voted to change September 13<sup>th</sup> meeting to September 6<sup>th</sup>.*
7. Discuss enhancement of public's awareness of the library.
- a) Discuss Mystery Theater status.
- *Planning meeting took place on Friday, July 27<sup>th</sup> with Kathy, Pat, Veda and staff (Mary Lynn Saxton, Kathy Lane, Brenda Kennedy), may want to change start time from 6 p.m. to a little later*
  - *Refreshment committee: Tana and Deborah.*
  - *Graphics committee: Pat and John; will meet with staff (Lacy Ross) August 18 at 3 p.m.*
  - *Actors: Bill as Governorator*
  - *Members will read through the script at next meeting*
  - *Please RSVP if attending*
  - *Is it possible to have play videotaped?*
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.
- *Nothing to report.*
9. Future Topics.
- *Call to order*
  - *Consider approving the minutes from the previous meeting*
  - *Acknowledge communications and announcements*
  - *Receive the State of Library reports 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*
    - *Report of Graphics Subcommittee*
    - *Timeline update*
    - *Reading of Mystery Theater script*
  - *Public announcements*

- *Future agenda items*
- *Adjourn*

8. Adjournment.

*Motion made to adjourn by Veda Kull and seconded by Deborah Smith; motion passed unanimously.  
Meeting adjourned at 8:10 p.m.*

*Pat Harris*

Pat Harris, Chairperson

*9/06/12*

Date