

OFFICIAL MINUTES OF THE ROWLETT PUBLIC LIBRARY ADVISORY BOARD

Date: Thursday, August 14, 2008

Location: Library Conference Room, 3900 Main Street

1. Call to order and determination of Quorum.

- Members present: Debbie Keys, Veda Kull, Pat Harris, Ginny Thomas, Cynthia Lubben and Donna Davis.
- Members absent: Mary Baldwin.
- Staff present: Beth Perry.

Introduction of Interim Library Manager, Beth Perry and roundtable introductions of members.

2. Approve the minutes of the regular meeting of June 12, 2008.

- Motion made by Pat Harris to approve minutes as written, motion seconded by Cynthia Lubben. Motion approved unanimously.

3. Receive State of Library report for June and July 2008.

- Held 37 summer reading programs, final program with the Mobile Dairy Classroom (a division of Southwest Dairy Museum, Inc.) had 325 people attending (helped milk a cow). Mobile Dairy is a non-profit educational organization funded by dairymen across the southwest.
- Discussed July program attendance compared to last year.
- Fire Marshal has verified the meeting room occupancy limits to ensure we comply with the fire code.
 - Meeting room maximum occupancy limits: standing room a limit of 74 people (no chairs or tables); with chairs set up a limit of 53 people; with tables and chairs set up a limit of 24 people

- Circulation is up and year-end should be up over last year; standard circulation with our collection per our population target is 1 circulation per year; currently we are at 3.7 circulations *turn over rate*

4. Receive an update on the library's budget.

- Beth has met with Katie Corder and the library budget will remain similar to last year as far as staff is concerned.
- Proposed reduction in collection development budget; amount is enough to keep the library certified and accredited.

- Member, Pat Harris, is concerned about possibly losing staff (that has not been replaced since 3 managers have left.) *see corrections per secretary notes*

5. Receive the June and July 2008 Library Equipment Acquisition Fund (L.E.A.F.) activity update.

- Friends of the Rowlett Library, Inc. donated \$10,000 to support the summer reading program activities.
- Donation of \$25 made in honor of Lee Sparks.
- Theft of materials placed in the ongoing book sale has occurred two more times; ongoing book sale is on hold for now.
- Board is discouraged with the tote bag sales this summer; Beth will find out the guideline for having staff do a better job of promoting the bags; come up with alternate ways to promote the bags
 - a) Update for "ongoing" book sale
 - June donations: \$237.36
 - July donations: \$377.05

- b) Update on total bag donations
 - Received \$54 in donations for tote bags

6. Receive ongoing report on volunteer hours in Library.

- Hours volunteered are up this summer; year-to-date 2,500.

7. Recap on the Festival of Freedom.

- Board members had a great time volunteering
- Donna and Cynthia passed out cups with ice (extremely good choice); possibly better if we were closer to the front gate.
- Debra and Ginny sold concert tickets.

Deborah

8. Receive Interim Library Manager schedule for August 2008.

- Library will be closed Monday, September 1 for Labor Day and Friday, September 5 for staff training.
- Bringing in the author of *Black Belt Librarian* for staff training at the library.
- Library staff have participated in training, both online and off-site.
- Beth's email address is: bperry@rowlett.com.

9. Public Announcements.

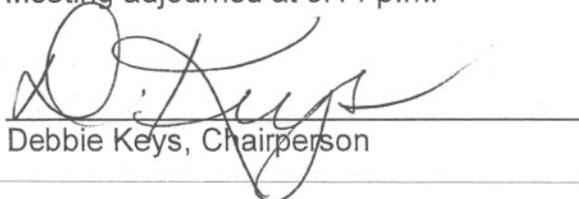
- Volunteers made a great contribution to the success of the Summer Reading Program; library staff did a tremendous job coordinating all that went into making it a success.
- Donna Davis update on the Senior Computer classes held at the library; there is a waiting list and getting calls on a daily basis.
- Texas Library Association scholarships/grants announced.
- Groundbreaking ceremony for 190 to be held August 21, board members encouraged to attend.
- City Council and city staff need assistance in recruiting new members.
- Donna Davis is serving on the Facilities Board and gave an outline of their goals.

10. Future Topics.

- Next board meeting scheduled for September 11th
- Call to order
- Approve the minutes from the regular meeting on August 14, 2008
- Receive the State of Library report for August 2008
- Receive an update on the library's budget
- Receive the August 2008 Library Equipment Acquisition Fund (L.E.A.F.) activity update
 - a. Update on the "ongoing" book sale
 - b. Update on tote bag donations
- Receive ongoing report on volunteer hours in library
- Update on the Bond Committee by Donna Davis
- Receive Interim Library Manager schedule for September 2008
- Public Announcements
- Future Topics
- Adjourn

11. Adjournment.

Meeting adjourned at 8:14 p.m.


Debbie Keys, Chairperson

9/11/08
Date

**CORRECTIONS TO THE OFFICIAL MINUTES OF THE ROWLET PUBLIC LIBRARY
ADVISORY BOARD MEETING HELD THURSDAY, AUGUST 14, 2008.**

Corrections made in red.

Page 1, Item #3, bullet #4:

- Circulation is up and year-end should be up over last year; standard circulation with our collection per our population target is 1 circulation per year; currently we **have a turnover rate at 3.7 circulations.**

Page 1, Item #4, bullet #3:

- Member, Pat Harris, is concerned about possibly losing **additional staff (~~that has not been replaced since 3 managers have left~~)** since the three librarian positions have not been filled (3 managers have left).

Page 2, Item #7, bullet #3:

- **~~Debra~~ Deborah** and Ginny sold concert tickets.
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