

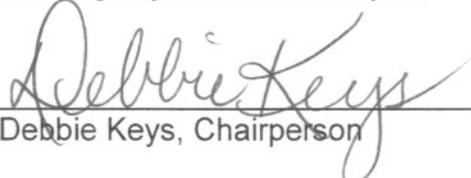
OFFICIAL MINUTES OF THE ROWLETT PUBLIC LIBRARY ADVISORY BOARD

Date: Thursday, March 13, 2008

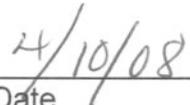
Location: Library Conference Room, 3900 Main Street

1. Call to order and determination of Quorum.
 - Members present: Debbie Keys, Veda Kull, Mary Baldwin, Cynthia Lubben and Ginny Thomas.
 - Members absent: Pat Harris.
 - Staff present: Jeff Timbs.
2. Approve the minutes of the regular meeting of February 14, 2008.
 - Motion made by Veda Kull to approve minutes as written, motion seconded by Mary Baldwin. Motion approved unanimously.
3. Receive State of Library report for February 2008.
 - City site for early polling for Texas primary.
 - Circulation up over 16% from 2007.
 - Library cards up over 15% from 2007.
 - Good response to online book club, 177 people have signed-up; library ordering books upon request of online members.
 - Updated business cards on circulation desk with updated information.
4. Receive the February 2008 Library Equipment Acquisition Fund (L.E.A.F.) activity update.
 - Received donation in memory of Susan Troutte's mother from the Friends of the Rowlett Library, Inc.; LEAF total includes \$6,000 donation from the Friends (total donation from Friends \$10,000).
 - a) Update for "ongoing" book sale
 - Book sales are up, partly due to the early voting polling in the library meeting room.
5. Receive ongoing report on volunteer hours in Library.
 - Volunteer hours up 61% from 2007; volunteer appreciation brunch scheduled in April.
6. Update on the Mandatory Open Meeting Act training.
 - Mary Baldwin has completed, needs to turn in certificate; Cynthia still pending.
7. Discuss Library Advisory Board fundraising ideas.
 - Ginny Thomas presented quotes for tote bags to replace plastic book bags.
 - Mary Baldwin made a motion to purchase 500 book tote bags (item #4844) from 4Imprint Promo with a cost not to exceed \$2,000 and specific design details to the discretion of Jeff Timbs and Ginny Thomas. Cynthia Lubben seconded the motion.
8. Discuss Board members attending the TLA conference in Dallas.
 - Veda Kull will attend TLA conference.
 - Pre-registration will be paid by the library per Jeff Timbs; Ginny Thomas and Cynthia Lubben will attend; exhibits are from 10:15 a.m. to 5 p.m.

9. Discuss National Library Week observance.
- National Library Week is April 14 – 19, 2008.
 - City Council will present a proclamation at the April 1st City Council meeting.
 - Children will vote for their favorite book and receive a gift bag; special children's activity scheduled for 10:30 a.m. Friday, April 18th, they will make their own books; on Saturday, April 19th at 3 p.m. will present "Magic of Storytelling".
10. Discuss National Library Legislative Day.
- A National Library Legislative Day award has been created to send one person in the U.S. to go to Washington D. C. to attend the event.
 - Pat Harris has expressed an interest in applying for award.
11. Receive Library Manager schedule for March 2008.
- Jeff will be out on March 20th; the library will be closed March 21st and 22nd for Easter.
12. Public Announcements.
- Next Library Board meeting is April 10, 2008.
13. Future Topics.
- Call to order
 - Approve the minutes from the regular meeting on March 13, 2008
 - Receive the State of Library report for March 2008
 - Receive the March 2008 Library Equipment Acquisition Fund (L.E.A.F.) activity update
 - a. Update on the "ongoing" book sale
 - Receive ongoing report on volunteer hours in library
 - Update on purchase of book tote bags
 - Update on National Library Week observance
 - Update on National Library Legislative Day
 - Receive Library Manager schedule for April 2008
 - Public Announcements
 - Future Topics
 - Adjourn
15. Adjournment.
Meeting adjourned at 7:40 p.m.



Debbie Keys, Chairperson



Date