

**CORRECTED OFFICIAL MINUTES OF THE
ROWLETT PUBLIC LIBRARY ADVISORY BOARD**

Date: Thursday, September 11, 2008

Location: Library Conference Room, 3900 Main Street

1. Call to order and determination of Quorum.
 - Members present: Debbie Keys, Mary Baldwin, Pat Harris, Ginny Thomas, Cynthia Lubben and Donna Davis.
 - Members absent: Veda Kull (excused).
 - Staff present: Beth Perry.
2. Approve the minutes of the regular meeting of August 14, 2008.
 - Motion made by Cynthia Lubben to approve minutes as corrected, motion seconded by Mary Baldwin. Motion approved unanimously. (Note: corrected minutes are posted on the City's website).
3. Receive State of Library report for August 2008.
 - August was slower because story time programs were not offered for two weeks (in the future, two week breaks may be scheduled in May and August before and after Summer Reading Program).
 - Volunteer hours have doubled since last year.
 - Currently on-going book donation sale is not being offered; maybe work to come up with new ideas to continue program.
 - Staff is setting up a Spanish collection for adults; already have small area for children's Spanish book collection, more changes have been made to the Young Adult collection.
 - Staff attended in-service training presented by Warren Graham, author of *Black Belt Librarian*, on September 5, 2008. Different scenarios were presented to staff on security measures and practices, to provide security improvements in the library.
4. Receive an update on the library's budget.
 - Budget for current year is over budget; staff will hold off on ordering until Katie Corder can review the estimated year end budget; she will let librarians know if additional ordering can be completed before the fiscal year end.
5. Receive the August 2008 Library Equipment Acquisition Fund (L.E.A.F.) activity update.
 - Nothing to report.
 - a) Update for "ongoing" book sale
 - Nothing to report
 - b) Update on total bag donations
 - Received donations for 4 tote bags
6. Receive ongoing report on volunteer hours in Library.
 - Volunteer hours are up for August.
7. Update on the Bond Committee (Donna Davis).
 - Beginning tours of several facilities, starting September 12, 2008 (will go to City Hall and Public Works to start).
 - Discussed meeting with different boards and commissions to ask for ideas and improvements regarding facilities. ~~that they need (and to compile facts); find out what programs do they have that they don't have room for, etc. (for example: Parent/Child Tea Party); make suggestions into fact-based info.~~
 - Survey citizens and find out how they get their info?

- Awareness of questions that are being asked, like what are the limits, use of funds, etc.
- Library needs to start our own report, how we are going to start Library report?
- Compile a citizen questionnaire about library (about is needed for the library).
- Come up with a strategic plan (decide whether to go with a basic, medium or high standard).
- Perhaps Katie Corder could help Board with a survey (broad based, not just with the library patrons but with the whole community).
 - What are we telling the sub-committee?
 - Library Board perspective (look at grant programs, etc).
 - Approach the City Council.
- Start with our goals and objectives with the City Council in April of each year.
- Connie Moss, NETLS Coordinator, lives in Rowlett.

8. Receive Interim Library Manager schedule for September 2008.

- Interim Library Manager Beth Perry's last day of contract is September 17, 2008; Beth is applying for the permanent position.

9. Public Announcements.

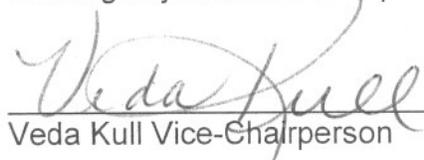
- Debbie Keys is retiring/resigning her chair position with the Library Board effective this month.

10. Future Topics.

- Call to order
- Approve the minutes from the regular meeting on September 11, 2008
- Elect new Library Board officers, for the 2008 – 2009 term
- Receive the State of Library report for September 2008
- Receive an update on the library's budget
- Receive the September 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
- Discussion of materials to submit to the Facilities sub-committee of the Bond Committee
- Receive Library Manager schedule for October 2008
- Public Announcements
- Future Topics
- Adjourn

11. Adjournment.

Motion made to adjourn by Mary Baldwin, seconded by Pat Harris.
Meeting adjourned at 8:10 p.m.



Veda Kull Vice-Chairperson

11-13-08

Date