

## OFFICIAL MINUTES OF THE ROWLETT PUBLIC LIBRARY ADVISORY BOARD

Date: Thursday, May 8, 2008

Location: Library Conference Room, 3900 Main Street

1. Call to order and determination of Quorum.
  - Members present: Veda Kull, Pat Harris, Ginny Thomas and Cynthia Lubben.
  - Members absent: Debbie Keys and Mary Baldwin.
  - Staff present: Lee Sparks.
2. Approve the minutes of the regular meeting of April 10, 2008.
  - Motion made by Pat Harris to approve minutes as written, motion seconded by Ginny Thomas. Motion approved unanimously.
3. Receive State of Library report for April 2008.
  - GED program going very well with Sherry Wiley as coordinator.
  - Donations received from the ongoing book sale down this month due to a theft of donated books from the foyer; would like a security camera installed in the library.
  - Interim Library Manager, Lee Sparks, is delegating duties to library staff, will use volunteers as much as possible to help with the transition, and Katie Corder is helping as much as she can.
4. Receive the April 2008 Library Equipment Acquisition Fund (L.E.A.F.) activity update.
  - No major changes.
    - a) Update for "ongoing" book sale
      - Donations down this month due to theft.
    - b) Update on total bag donations
      - Sold 6 tote bags this month, will work on making bags more visible to patrons.
5. Receive ongoing report on volunteer hours in Library.
  - Suggest to Brenda that she checks the Library Board for posting all volunteer hours; Pat Harris has not been put on the list.
6. Update Texas Library Association Conference.
  - Library staff who attended the conference got a lot out of it.
  - Board members Ginny Thomas and Cynthia Lubben attended as well as Veda Kull who attended the entire conference.
7. Discuss 2<sup>nd</sup> Annual Parent-Child tea party scheduled for May 10, 2008.
  - None of the Board members will be able to attend.
  - Forty people have received tickets; in case of cancellations, 100 names are on the waiting list.
8. Receive Interim Library Manager schedule for May 2008.
  - Lee is working Monday – Friday from 8 a.m. to 5 p.m.; her email address is: [lsparks@rowlett.com](mailto:lsparks@rowlett.com).
  - Lee is meeting weekly with Katie Corder, Assistant City Manager.
  - Volunteers are needed for the bond expansion sub-committees; more details are available on City of Rowlett website

9. Public Announcements.

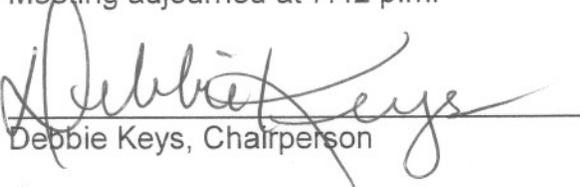
- Next Board meeting is scheduled for Thursday, June 12, 2008.
- Veda Kull has a list of questions for Katie Corder, Assistant City Manager; Lee will relay to Katie during their regular meetings.
- Lee Sparks explained the position of the library manager.
- Loan Star Libraries Grant will fund 3 positions during the summer (2 page positions at 15 hours per week and 1 clerk position at 18 hours per week).

10. Future Topics.

- Call to order
- Approve the minutes from the regular meeting from May 8, 2008
- Receive the State of Library report for May 2008
- Receive an update on the library's budget
- Receive the May 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
- Receive summary on the Parent-Child Tea Party held May 10, 2008
- Receive Interim Library Manager schedule for June 2008
- Public Announcements
- Future Topics
- Adjourn

11. Adjournment.

Meeting adjourned at 7:42 p.m.

  
Debbie Keys, Chairperson

6-12-08  
Date