



OFFICIAL MINUTES OF THE ROWLETT PUBLIC LIBRARY ADVISORY BOARD

Date: Thursday, August 8, 2013

Location: Library Conference Room, 3900 Main Street

1. Meeting called to order at 7:05 p.m. and determined a quorum was present.
 - *Members present: Pat Harris, Bill Schwab, John Pritchard, Tana Daniels and Deborah Smith*
 - *Members absent: Ginny Thomas*
 - *Staff present: Kathy Freiheit, Director of Library Services*
2. Consider approving the minutes from June 13, 2013 meeting.
 - *Motion made by John Pritchard to accept the June 13, 2013 meeting minutes as written; motion seconded by Bill Schwab; motion passed unanimously.*
3. Acknowledge communications and announcements.
 - *Staff member Kathy Lane retired at the end of July.*
4. Receive Staff reports.
 - a) *Receive 3rd Quarter State of Library reports for April - June 2013.*
 - *Kathy Freiheit presented Board the 3rd Quarter ending stats*
 - *Still researching ways to capture wireless Internet usage*
 - *New borrower cards are up 15%, renewals perhaps down due to previous records purge*
 - *RTN16 cable channel will run promotion informing citizens September is Library Card Sign-Up month*
 - *Reviewed LEAF fund and book sale numbers*
 - *Reviewed Volunteer Hours report*
 - b) *Ongoing report on programs.*
 - *Summer Reading Program had 65 children completing the entire program; final program at the WetZone was free for children who completed the program; children who didn't were able to attend at a reduced price. Prize drawings held for e-readers, MP3 players, and a chance to meet Texas Rangers player Ian Kinsler.*
 - *Circulation staff is updating patron email addresses*
 - *Three library camp programs planned in August*
 - *Staff has been restructuring story times to increase attendees and to focus on the importance of literacy*
 - *Continue to offer monthly tech education and One on One tech help classes*
 - *Additional program and class information noted on the September 2013 program calendar.*
 - c) *Announce upcoming events.*
 - *To help free up space, the 1 p.m. ESL classes will meet in one of the conference rooms at City Hall, starting with the new session*
 - *Much better coverage in the Lakeside Leisure magazine*
 - *Volunteer Fair not well attended.*

5. 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.
- *Lynda Humble resigned as City Manager the end of July*
 - *Interim City Manager Brian Funderburk is meeting with each department to answer questions; Brian served as Interim Library Director before Kathy Freiheit's tenure*
 - *Budget presentation included support for the importance of the Library; budget is essentially the same as last year*
 - *At the September 3, 2013, City Council meeting, a proclamation will be made noting September as Library Card Sign-Up Month (start time 7:30 p.m.). Board members encouraged to attend, in support of the Library; Brenda will send an email reminder*
 - *Kathy and Laura Tschoerner have been reviewing the current Master Fee Schedule; fees have not been reviewed in some time; Kathy will find out if any proposed fee changes can be presented at the next Board meeting*
6. Future Topics for next meeting.
- *Call to order*
 - *Consider approving the minutes from the previous meeting*
 - *Acknowledge communications and announcements*
 - *Receive Staff reports*
 - Ongoing report on programs*
 - Announce upcoming events*
 - *Public announcements*
 - *Future agenda items*
 - *Adjourn*
7. Adjournment.
- *Motion made to adjourn by Bill Schwab and seconded by John Pritchard; motion passed unanimously. Meeting adjourned at 7:44 p.m.*

Pat Harris

Pat Harris, Chairperson

9/12/13

Date