

Mayor ~ Todd Gottel
Mayor Pro Tem ~ Chris Kilgore
Deputy Mayor Pro
Tem ~ Michael Gallops
City Council ~
Doug Phillips
Tammy Dana-Bashian
Carl Pankratz
Debby Bobbitt
City Manager ~ Brian Funderburk



*A unique community where families
enjoy life and feel at home*

OFFICIAL MINUTES OF THE ROWLETT PUBLIC LIBRARY ADVISORY BOARD

Date: Thursday, January 9, 2014
Location: Library Conference Room, 3900 Main Street

1. Meeting called to order at 7:02 p.m. and determined a quorum was present.
 - *Members present: Pat Harris, Bill Schwab, Tana Daniels, Deborah Smith, Sharon Moore, Jerry Hickman and Cassie Wilson*
 - *Members absent: John Pritchard and Linda Maki*
 - *Visitors: Ben Schwab*
 - *Council Liaison present: Chris Kilgore*
 - *Staff present: Kathy Freiheit, Director of Library Services*
2. Chair selects voting alternate(s), if necessary.
 - *Jerry Hickman appointed in John Pritchard's absence; Sharon Moore appointed for Deborah Smith; she arrived a few minutes after.*
3. Consider approving the minutes from November 21, 2013 meeting.
 - *Motion made by Bill Schwab to accept the November 21, 2013 meeting minutes as written; motion seconded by Cassie Wilson; motion passed unanimously.*
4. Acknowledge communications and announcements.
 - *Board and Commission Banquet is scheduled for 6:30 p.m. Thursday, January 16th at the Rowlett Community Centre.*
 - *Mayor's State of the City address will be presented at the City Council meeting on Tuesday, January 21st at 7:30 p.m.*
 - *Kathy announced the Library received the TMLDA Achievement of Excellence in Libraries Award for 2013; out of 560 Texas libraries only 28 received the award.*
5. Receive Staff reports.
 - a) *First Quarter statistical reports for FY2014*
 - *Kathy gave update on the 1st quarter stats for the Library*
 - *Library volunteers saved the City over \$73,000 in Fiscal 2013*
 - b) *Ongoing report on programs*
 - *Kathy updated Board on the status of the GED program. A new curriculum was implemented January 1st and staff is waiting on publication of new materials. More tutors are needed for morning classes and tutors need to train in new curriculum. GED classes will resume in March 2014.*

- *Library programs are not just about numbers; focus is on providing great customer service and bringing value to citizens*
 - *Children's programs emphasize literacy, science and technology*
 - *ESL classes are important to our community, some daytime programs are held at City Hall because of Library space limitations*
 - *Program support received from Friends of the Rowlett Library was reduced this year; they are still a primary funding source for Library programs*
- c) *Announce upcoming events*
- *Program calendars for January and February provided to Board members.*
 - *Winter "Checkouts" provided to Board members, which contains upcoming program information and new items available at the Library*

6. Update on new Integrated Library System (ILS).

- *Reason for purchase, the current system hardware is no longer supported by the vendor; Kathy discussed what the current system can't provide and the failures experienced; we are dodging a crisis situation.*
- *City is working to update the network infrastructure; this needs to be completed before new system can be installed.*
- *Library staff has invested numerous hours researching systems, visiting with vendors, making trips to various area libraries and talking with peers; all staff were asked to come up with a list of non-negotiables and nice-to-have features desired in a new system.*
- *Kathy and staff are working to create a Request for Proposals (RFPs) and timeline for acquiring a new ILS. Once RFPs are received and evaluated, a vendor will be selected and negotiations can begin. Staff will make a recommendation to the City Council at a future work session and answer any questions the Council may have; purchase will then be placed as an item for approval at a regular Council meeting, so it can be voted upon.*

7. Presentation of Library FY2014 Work Plan.

- *Kathy presented the Library FY2014 Work Plan and discussed strategies to accomplish it. An Organizational Work Plan is used by the City to get things done.*
- *There are five consistent service goals.*
- *From these goals, departments develop their individual department goals, which must be quantifiable and achievable.*
- *Library Mission and Library Vision Statement (i.e., the way staff go about getting things done): Enriching, Educating and Entertaining*
- *Kathy presented some of the objectives, including promoting and encouraging volunteerism; ensuring citizen awareness of programs and services; participating in City's Wellness Accountability Program; and evaluating utilization of space in the Library.*

8. Discuss and take possible action for Staff Appreciation event.

- *In the past the Board held in December, now looking at in February*
- *Past events included gifts, desserts, sandwiches, fruit and Starbucks gift cards*
- *Discussed past events; there 22 staff, in addition to volunteers*

- Consider and email suggestions to Brenda Kennedy; date of appreciation event also needs to be decided

9. 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.

- February is Library Appreciation Month

10. Future Topics for next meeting.

- Call to order
- Chair selects voting alternate(s), if necessary
- Consider approving the minutes from the previous meeting
- Acknowledge communications and announcements
- Receive Staff reports
 - Ongoing report on programs
 - Announce upcoming events
- Update on new Integrated Library System (ILS)
- Meet the Staff
- Discuss and take possible action on Library staff appreciation in February
- Public announcements
- Future agenda items
- Adjourn

11. Adjournment.

- Motion made to adjourn by Bill Schwab and seconded by Jerry Hickman; motion passed unanimously. Meeting adjourned at 8:25 p.m.

Pat Harris
Chairperson

2/13/14
Date