

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*

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## OFFICIAL MINUTES OF THE ROWLETT PUBLIC LIBRARY ADVISORY BOARD

Date: Thursday, March 13, 2014  
Location: Library Conference Room, 3900 Main Street

1. Meeting called to order at 7:08 p.m. and determined a quorum was present.
  - *Members present: Bill Schwab, Deborah Smith, Jerry Hickman, Sharon Moore, Cassie Wilson, Linda Maki and Tana Daniels, presiding.*
  - *Members absent: Pat Harris and John Pritchard*
  - *Staff present: Kathy Freiheit, Director of Library Services and Laura Tschoerner, Circulation Services Supervisor*
2. Chair selects voting alternate(s), if necessary.
  - *Jerry Hickman and Sharon Moore selected in the absence of John Pritchard and Pat Harris.*
3. Consider approving the minutes from February 13, 2014 meeting.
  - *Motion made by Bill Schwab to accept the February 13, 2014 meeting minutes as written; motion seconded by Jerry Hickman; motion passed unanimously.*
4. Acknowledge communications and announcements.
  - *N/A*
5. Receive Staff reports.
  - a) Ongoing report on programs
    - *Kathy updated Board on programs and upcoming events; today's Spring Break program, "Engineering with Legos," drew 121 people, requiring two seatings to accommodate everyone.*
    - *Silver Cinema held first Monday through May*
    - *Senior Computer Classes in April*
  - b) Announce upcoming events
    - *Publicity calendars and events listings for March and April distributed to Board members.*
6. Update on new Integrated Library System (ILS).
  - *Request for Proposal (RFP) seeking bids for an Integrated Library System (ILS) are due by 2 p.m. on Friday, March 21, 2014. At that time, the Evaluation Team will begin review process; staff hopes to have recommendation for City Council approval by early summer, with implementation of system by September-October.*

7. Meet the Staff: Laura Tschoerner, Circulation Services Supervisor.
  - *Laura explained the Interlibrary Loan (ILL) process to Board members*
  
8. Discuss and take possible action for Staff Appreciation event.
  - *Date for event is Thursday, April 17, from 2 – 3 p.m.; City Manager Brian Funderburk plans to attend*
  - *Purchases for event will be charged to book sale proceeds; consensus made to provide Starbucks gift cards to members of staff*
  - *Refreshments include: Bill, diabetic food; Jerry, a cake; Deborah, baked goods; Pat, a fruit tray; Sharon, provide drinks; Kathy will pick up gift cards and paper goods*
  - *Plan to set-up in the Conference Room around 1:30 p.m.*
  
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.
  - *Tana Daniels visited Jefferson Carnegie Library in Jefferson, Texas; she shared brochures from library*
  - *Kathy announced the upcoming "My Rowlett" campaign to be presented to Rowlett residents during April; will discuss the City's future budget challenges; residents will be able participate during presentations using clicker technology; Kathy gave April dates. Kathy will also present "My Rowlett" info at the April Board meeting.*
  
10. Future Topics for next meeting.
  - *Call to order*
  - *Chair selects voting alternate(s), if necessary*
  - *Consider approving the minutes from the previous meeting*
  - *"My Rowlett" Campaign presentation*
  - *Acknowledge communications and announcements*
  - *Receive Staff reports*
    - Ongoing report on programs*
    - Announce upcoming events*
  - *Update on new Integrated Library System (ILS)*
  - *Discuss and take possible action for Staff Appreciation event*
  - *Public announcements*
  - *Future agenda items*
  - *Adjourn*
  
11. Adjournment.
  - *Motion made to adjourn by Deborah Smith and seconded by Bill Schwab; motion passed unanimously. Meeting adjourned at 7:50 p.m.*

Pat Harris  
Chairperson

4/9/14  
Date