

Mayor ~ Todd Gottel  
Mayor Pro Tem ~ Michael Gallops  
Deputy Mayor Pro  
Tem ~ Carl Pankratz

City Council ~  
Rick Sheffield  
Tammy Dana-Bashian  
Debby Bobbitt  
Robbert van Bloemendaal

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

Thursday, January 8, 2015

Library Conference Room, 3900 Main Street

1. Meeting called to order by Chair Pat Harris at 6:40 p.m. and determined a quorum was present.
  - *Members present: Pat Harris, Tana Daniels, Jerry Hickman, Bill Schwab and Deborah Smith*
  - *Members absent: Linda Maki and Cassie Wilson*
  - *Staff present: Kathy Freiheit, Director of Library Services*
2. Chair selects voting alternate(s), if necessary.
  - *N/A*
3. Consider approving the minutes from the regular meeting held October 16, 2014.
  - *Motion made by Bill Schwab to accept the October 16, 2014 meeting minutes as written; motion seconded by Tana Daniels; motion passed unanimously.*
4. Acknowledge communications and announcements.
  - *N/A*
5. Receive Staff reports.
  - a) Fourth Quarter statistical reports for FY2014
    - *Kathy reviewed reports noting the number of library visits was down, but number of items checked out was up*
    - *CD music circulation is up and is a great turnaround; cabinets that hold CDs are overflowing and only one person can use at a time, there are better CD storage units available*
    - *Discussed digital magazines versus paper magazines*
    - *The Library will close 4 weeks for the physical move to interim location in May*
  - b) Ongoing reports on programs
    - *Friends of the Library are hard at work raising awareness for library; arranged with Tom Thumb to participate in "rewards program" so a portion of purchases benefits the library; Facebook account is up and available*
    - *In December, the Friends of the Library "treated" staff to breakfast at annual holiday party*
  - c) Announce upcoming events
    - *City is in the process of purchasing property at 5702 Rowlett Road as the interim location for the library; tentative date to close is January 30, 2015*
    - *Move to new location will take 17 days just for collection; new location space is smaller than current building – new building approximately 10,000 sq ft; programs will be moved to the Rowlett Community Centre*
    - *City Manager Brian Funderburk will attend the February meeting to get input from Board about statues and memorial bricks; input to create plan for the next phase; Jerry Hickman will invite Friends to attend meeting*
    - *Discussion on "Happy Trails" party (simple and dignified – cause for celebration) before move to new location, several dates to be considered*
    - *Would like to have Hoopla available for patrons when we re-open*
    - *Discussed Summer Reading Program kick-off on library lawn*

6. Consider change of starting times for regular Library Advisory Board meetings.
- *Kathy checked with the City Attorney and Board can change the meeting starting time. Bill Schwab made a motion to change the meeting start time from 7:00 p.m. to 6:30 p.m. Motion seconded by Tana Daniels; motion passed unanimously.*
7. 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.
- *N/A*
8. 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*
  - *Discuss library transition planning with City Manager Brian Funderburk*
  - *Receive Staff reports*
    - *Ongoing report on programs*
    - *Announce upcoming events*
  - *Discuss staff appreciation activity*
  - *Public announcements*
  - *Future agenda items*
  - *Adjourn*
9. Adjournment.
- *Motion made to adjourn by Bill Schwab and was seconded by Tana Daniels, passed unanimously. Meeting adjourned at 7:29 p.m.*

*Pat Harris*

Chairperson

*2/12/15*

Date