

Mayor ~ Todd Gattel
Mayor Pro Tem ~ Michael Gallops
Deputy Mayor Pro
Tem ~ Tammy Dana-Bashian

City Council ~
Robbert van Bloemendaal
Carl Pankratz
Debby Bobbitt
Rick Sheffield

Rowlett
T E X A S



City Manager ~ Brian Funderburk

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

**MINUTES OF THE REGULAR MEETING OF THE LIBRARY VISIONING TASK FORCE
OF THE CITY OF ROWLETT, TEXAS, HELD IN THE ANNEX CONFERENCE ROOM
4004 MAIN STREET, AT 6:30 P.M., SEPTEMBER 2, 2015**

PRESENT: Pat Harris, Stanley Pollard, Kathie Truitt, Jerry Hickman (Alternate), Cassie Wilson (Alternate)

ALSO PRESENT: Council Member Robbert van Bloemendaal

ABSENT: Mayor Pro Tem Michael Gallops, Banna Marshburn and Laura Keasling

STAFF PRESENT: City Manager Brian Funderburk, Director of Library Services Kathy Freiheit, Circulation Services Supervisor Laura Tschoerner, Technical Services Supervisor Philip Barott

1. Call to Order

Pat H. called the meeting to order at 6:35 p.m.

2. Consider approving the minutes from the August 12, 2015 meeting.

Stanley P. moved to approve the minutes as written; Jerry H. seconded the motion. Motion passed unanimously.

3. Slide presentation from Makerspace at Denton Public Library.

Phil B. presented photos from Publicity Librarian Sunny Purdin's visit to Denton Public Library's makerspace, The Forge. He also showed a video of a dog prosthetic created by a 3D printer. Discussion ensued.

Cassie W. arrived at 6:45 p.m.

4. Discuss a possible catalog of Wish List items for future facility.

Task Force members discussed such a list and clarified whether the items on it would be for the next temporary facility or a later permanent one. After some discussion, Pat H. suggested to table the topic to another time in considering different kinds of opportunities for donors.

5. Discuss and select questions for customer survey.

Laura T. presented the list of library tour likes and dislikes, as well as an information sheet of best practices for creating customer surveys. Pat H. then read suggested survey questions provided by Task Force members. Considerations included what kinds of questions to include, the level of detail desired in the questions, and whether or not to include open-ended questions.

It was decided that a subcommittee for creation of a draft survey should be formed, with Pat H. asking for volunteers. Robbert vB., Kathie T., Cassie W., Kathy F., Laura T. and Phil B. will serve. The subcommittee will meet Wednesday, September 9, at 10:00 a.m. at the Library.

The next Task Force meeting will be held Wednesday, September 23 at 6:30 p.m. in the Annex Conference Room.

With more time required to facilitate a customer survey, the "Sandbox" charrette originally previously planned for Saturday, September 26, will need to be rescheduled to a date sometime in October.

6. Discuss best ways to disseminate survey to library users and non-users.

Several ideas were discussed, including RTN, Facebook, the City website, utility bill inserts, City A-frame signs, and in-house signage.

7. Adjournment.

Jerry H. made the motion to adjourn, and Kathie T. seconded. The meeting adjourned at 7:58 p.m.

Pat Harris

Chair

9/23/15

Date