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OFFICIAL MINUTES OF THE ROWLETT PUBLIC LIBRARY ADVISORY BOARD

Thursday, November 12, 2015

Conference Room B, City Hall, 4000 Main Street

1. Meeting called to order by Chair Pat Harris at 6:30 p.m. and determined a quorum was present.
 - *Members present: Pat Harris, Bill Schwab, Tana Daniels, Dyrall Hargrove and Linda Maki (arrived late and left meeting early)*
 - *Members absent: Jerry Hickman, Deborah Smith and Cassie Wilson*
 - *Staff present: Kathy Freiheit, Director of Library Services*
2. Chair selects voting alternate(s), if necessary.
 - *Alternate Dyrall H. selected as voting member.*
3. Consider approving the minutes from the regular meeting held October 8, 2015.
 - *Motion made by Tana D. to accept the October 8, 2015 meeting minutes as written. Motion seconded by Dyrall H.; motion passed unanimously.*
4. Library Advisory Board orientation presentation.
 - *Kathy F.'s PowerPoint presentation included background about herself and her role as staff liaison; Library Advisory Board members, terms, meeting and agenda information; Board responsibilities, and how Boards and Commissions interact with City staff.*
 - *Round robin introduction of Board members.*
5. Acknowledge communications and announcements.
 - a) Upcoming City Council meeting with Board Chairs and Staff Liaisons.
 - *Jerry H. attended the December 1 meeting; Council is seeking feedback in making Board/Commission members more productive and their groups stronger and better. Groups were asked to review their description in the City handbook, so that it accurately reflects their charge. Joint meetings will be held annually with Council to discuss the prior year's accomplishments, current goals, challenges and any specific budgetary needs.*
 - b) Future Joint Meeting with City Council and Library Advisory Board.
 - *A joint meeting will be held later in the new year.*
 - c) Deadline to complete Open Meeting Act training by Monday, November 16, 2015.
 - *Only one member still needs to complete it.*



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6. Director's Report.
 - *Review of November and December Library Events lists and program calendars;*
 - *Thanksgiving and Christmas programming*
 - *Noon Year's Eve program for children on December 31, 2015*

7. Update on Library Visioning Task Force activities.
 - a) Review and discuss drive-thru drop off box
 - *A quorum was not present for the November 11, 2015 meeting; re-scheduled for November 18, 2015.*
 - *October customer survey did not indicate interest in a drive-thru; Board members discussed materials return/kiosk ideas, perhaps to include bill payment and pick-up/drop-off.*
 - *Council approved Library design agreement with 720 Design October 11, 2015; "Sandbox" (library design) charrette to be held on December 12, 2015.*

8. Discuss and take possible action for Library staff appreciation (Christmas or Valentine).
 - *On December 6, 2015, Friends of the Rowlett Public Library treated staff to a tour of the George W. Bush Presidential Library & Museum; staff were also given La Madeline gift cards.*
 - *General consensus was to do something in February concurrent with Valentine's Day/Love Your Library Month.*

9. Receive update on Radio Frequency Identification (RFID) schedule.
 - *Staff have viewed three vendor demos; work continues on a Request for Proposals bidding document.*

10. Receive update on status on former Library building.
 - *Groundbreaking ceremony held October 8, 2015.*
 - *Parking restrictions in effect at City Hall and Annex building.*

11. 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.
 - *City Board/Commission Volunteer Banquet is on Thursday, December 3, 2015.*

12. 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*
 - *Director's report*
 - *Update on Library Visioning Task Force activities*
 - *Discuss and take possible action for Library staff appreciation*
 - *Update on Radio Frequency Identification (RFID) project*
 - *Update on status of former Library building*
 - *Public announcements*
 - *Future agenda items*
 - *Adjourn*

13. Adjournment.

- *Motion made to adjourn by Bill S. and seconded by Tana D.; passed unanimously. Meeting adjourned At 7:34 p.m.*

Pat Garvin
Chairperson

1/14/16
Date