

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

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

City Manager ~ Brian Funderburk



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enjoy life and feel at home*

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## OFFICIAL MINUTES OF THE ROWLETT PUBLIC LIBRARY ADVISORY BOARD

Thursday, January 14, 2016

Conference Room B, City Hall, 4000 Main Street

1. Meeting called to order by Chair Pat Harris at 6:39 p.m. and determined a quorum was present.
  - *Members present: Pat Harris, Bill Schwab, Tana Daniels, Deborah Smith, Cassie Wilson and Jerry Hickman*
  - *Members absent: Dyral Hargrove, Linda Maki*
  - *City Council Liaison: Debby Bobbitt*
  - *Staff present: Kathy Freiheit, Director of Library Services and Phil Barott, Technical Services Supervisor*
2. Chair selects voting alternate(s), if necessary.
  - *N/A*
3. Consider approving the minutes from the regular meeting held November 12, 2015.
  - *Motion made by Bill S. to accept the November 12, 2015 meeting minutes as written. Motion seconded by Jerry H.; motion passed unanimously.*
4. Acknowledge communications and announcements.
  - *Kathy F. reported the library suffered no damage from the tornado on December 26, 2015.*
5. Director's Report.
  - *Kathy F. gave update on programs; January GED and ESL classes have been cancelled due to need for City Hall Meeting Room for tornado recovery efforts.*
  - *Review of January and February Library Events lists and program calendars.*
6. Report on December 1, 2015, Council work session discussion with Board and Commission Chairs on the role of the City's various Boards and Commissions.
  - *Jerry H. attended the work session.*
  - *Council has asked each Board and Commission to review their responsibilities in the City Boards and Commissions Handbook for a future Joint Work session; Library Advisory Board information is on page 11, Section 5.6.*
  - *Subcommittee created (Pat H., Jerry H. and Bill S.) to meet with Kathy F. to work on the following:*
    - *Library Advisory Board's description in the Handbook*
    - *2015 accomplishments*
    - *2016 goals*
    - *Future funding needs*
7. Update on Library Visioning Task Force activities.
  - *Phil B. presented slides showing October citizen survey results; 624 responses were received.*



- 80% of Library cardholders are Rowlett residents.
  - A design charrette was held December 12, 2015.
  - Task Force members viewed and discussed a variety of library functionalities and ranked them in order of priority as follows:
    1. Space for Quiet Study
    2. "Teen Room in a Box"
    3. Flexible Meeting Space
    4. Reading Area Seating
    5. Themed Children's Area
    6. Computer Research (Tied with)  
Mobile Shelving
    7. Multi-Purpose Meeting Space
    8. Collaborative Teen Space
  - Library staff and 720 Design staff also met December 9th with the Village of Rowlett developer to view preliminary plans and exchange information needs.
  - Future meeting to be scheduled with Library staff and 720 Design to discuss shelving and furnishings fit.
8. Discuss and take possible action for Library staff appreciation.
- After discussion, Board decided to present staff with AMC theater gift cards; Kathy F. will arrange for purchase with L.E.A.F. book sale funds; Pat will present them Thursday morning, February 18, 2016. Bill S. has offered to provide lunchtime pizzas that day; Tana D. and Deborah S. will also bring baked goods.
9. Receive update on Radio Frequency Identification (RFID) schedule.
- Staff have viewed three different vendors' demonstrations.
  - Phil B. announced that staff are finalizing a Request for Proposal before going out for bids.
10. Receive update on status on former Library building.
- Groundbreaking ceremony was held October 8, 2015.
  - No date has been announced for demolition of the former building; projected construction timeline is 18 – 24 months.
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.
- Herfurth Park is the staging area for vehicles damaged by the tornado; City moved them there so streets could be cleared during for recovery and cleanup.
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 from subcommittee on City Boards and Commissions Handbook review
  - Update on Library Visioning Task Force activities
  - Update on Library staff appreciation

- *Public announcements*
- *Future agenda items*
- *Adjourn*

13. Adjournment.

- *Motion made to adjourn by Tana D. and seconded by Bill S.; passed unanimously. Meeting adjourned At 7:46 p.m.*

  
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Chairperson

2/11/2016  
Date