



**Official Minutes of the Rowlett Public Library Advisory Board**

Thursday, June 9, 2016

City Hall Conference Room B

4000 Main Street, Rowlett, TX 75088

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1. Meeting called to order by Chair Pat Harris at 6:32 p.m. and determined a quorum was present.
  - *Members present: Pat Harris, Bill Schwab, Tana Daniels, Jerry Hickman, Cassie Wilson and Deborah Smith (arrived late)*
  - *Members absent: Dyral Hargrave*
  - *City Council Liaison: Debby Bobbitt*
  - *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 April 14, 2016.
  - *Motion made by Bill S. to accept the April 14, 2016 meeting minutes as written. Motion seconded by Jerry H.; motion passed unanimously.*
4. Acknowledge communications and announcements.
  - *N/A*
5. Director's Report.
  - *Summer Reading Program underway; online early registration provided again this year.*
  - *Summer Reading Program Special Performances each Tuesday at the Rowlett Community Centre; good attendance for June 7<sup>th</sup> program, "The Pipdillys: Escape from Couch Potato Land!"*
  - *Offering "Bricks and Books" (Lego) program at the Library each Thursday; large attendance for first program.*
6. Update on Radio Frequency Identification (RFID) project.
  - *Vendor selected and contract signed; awaiting word from implementation coordinator. With arrival of tagging equipment, coordinator will come on site for equipment setup and initial staff training; goal is for roll-out in September.*
  - *Discussion ensued about the tagging process; may need volunteers to help.*
7. Update on Library Visioning Task Force activities.
  - *Kathy F. advised adjustments may be needed to floor plan; specifics are under discussion with architect and developer.*
  - *Next meeting may possibly be in August.*
8. Discuss Strategic Planning workshop in June.
  - *Workshop planned for Saturday, June 18<sup>th</sup>; please review current Strategic Plan prior to meeting, key in on Mission and Vision statements and Values.*

- *Discussion ensued; Kathy proposes that Library professional staff utilize input from the workshop in creating an updated plan; will bring to August Library Advisory Board meeting in for review, comments, feedback, etc.*
  - *Goal is to present Strategic Plan for Council approval and adoption in September.*
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.
- *Scavenger hunt on Saturday, June 11<sup>th</sup> to help raise funds for tornado relief.*
  - *Library Advisory Board will not meet in July; next meeting is Thursday, August 11, 2016. The meeting will be held at the Library, rather than City Hall.*
10. 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*
  - *Review, discuss and take possible action on proposed Strategic Plan*
  - *Update on Radio Frequency Identification (RFID) project*
  - *Update on Library Visioning Task Force activities*
  - *Public announcements*
  - *Future agenda items*
  - *Adjourn*
11. Adjournment.
- *Motion made to adjourn by Deborah S. and seconded by Jerry H.; motion passed unanimously. Meeting adjourned at 7:11 p.m.*

Pat Davis  
Chairperson

8/11/16  
Date