



Official Minutes of the Rowlett Public Library Advisory Board

Thursday, September 8, 2016

Rowlett Public Library

5702 Rowlett Road, Rowlett, TX 75089

1. Meeting called to order by Chair Pat Harris at 6:34 p.m. and determined a quorum was present.
 - *Members present: Pat Harris, Bill Schwab, Tana Daniels, Jerry Hickman and Deborah Smith*
 - *Members absent: Dyral Hargrave 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 June 9, 2016.

Note: On the September 8, 2016 agenda, Item 3 listed June 9, 2016 meeting minutes for consideration (incorrect date). Agenda should have listed meeting date as August 11, 2016. The Board received the August 11, 2016 minutes at the meeting to consider for approval.

 - *Motion made by Bill S. to accept the August 11, 2016 meeting minutes as written. Motion seconded by Jerry H.; motion passed unanimously.*
4. Acknowledge communications and announcements.
 - *On September 20, 2016, Council will make Board and Commission appointments. Proposed changes to the City Boards & Commissions Handbook will also be considered. They include: (1) No term limits for board and commission members, members may continue to serve as long as they continue to be reappointed, (2) No person may serve as chair for more than three consecutive years, and (3) alternate members will serve two-year terms.*
 - *Pat H. reported that she is not reapplying for Library Advisory Board service this year, but will consider doing so in the future.*
 - *Kathy F. clarified information reported at last month's meeting; issue of TexShare cards, rather than interlibrary loans, are limited to Rowlett residents.*
5. Director's Report.
 - *At the September 6, 2016 Council meeting, a proclamation for Library Card Sign-Up month was read by Council Liaison Debby Bobbitt; Laura Tschoerner spoke about the new Hoopla resource (while twirling a hula-hoop); Laura and Kathy F. commented on other Library services.*
 - *September and October program activities were reviewed.*
 - *Recruitment is underway for a part-time Children's Librarian, replacing Cathy Bolin.*
6. Status report on proposed Strategic Plan.
 - *Revised Library Strategic Plan was adopted by Council on September 6, 2016; copies of the new (2016) plan will be distributed at the October Board meeting. Review of the plan will be done quarterly.*
7. Update on Radio Frequency Identification (RFID) project.
 - *"Tagging" is ahead of schedule with 40% of collection completed.*
 - *Arrangements are being made for shipping of self-check stations; system rollout is anticipated sometime in November.*

8. Update on Library Visioning Task Force activities.
- Construction estimates still underway; Library staff tentatively scheduled to meet with 720 Design to discuss finishes.
 - Kathy F. asked if the Board wished to retain outgoing members Pat Harris and Cassie Wilson as representatives to the Library Visioning Task Force. Pat expressed her willingness to serve, should the Board wish for her to do so. Bill S. made a motion to retain Pat H. in this capacity, as well as Cassie W., if she is willing to do so. Deborah seconded; motion passed unanimously.
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.
- Keep Rowlett Beautiful Fall Cleanup Day September 10, 2016
 - Keep Rowlett Beautiful Electronic Disposal and Document Shredding November 5, 2016
10. Future Topics for next meeting.
- Call to order
 - Around the table introductions by members
 - Library Advisory Board orientation
 - Reminder: City Boards & Commission Members' Orientation (for new and reappointed Board members) is Thursday, October 20, 2016 at City Hall; time TBD
 - Reminder: Open Meetings training deadline (for new and reappointed Board members) is Monday, November 14, 2016; completion certificates must be turned in to the City Secretary's Office
 - Election of Chair and Vice-Chair for FY2017
 - Chair selects voting alternate(s), if necessary
 - Consider approving minutes from the previous meeting
 - Acknowledge communications and announcements
 - Director's report
 - 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 Bill S. and seconded by Tana D.; motion passed unanimously. Meeting adjourned at 7:01 p.m.

K. Freiheit
Chairperson

9-8-2016
Date