



Official Minutes of the Rowlett Public Library Advisory Board

Thursday, October 13, 2016

Rowlett Public Library

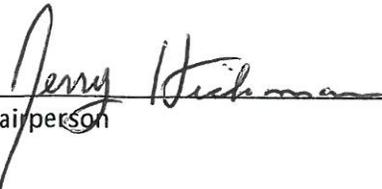
5702 Rowlett Road, Rowlett, TX 75089

1. Meeting called to order by Director of Library Services Kathy Freiheit at 6:35 p.m. and determined a quorum was present.
 - *Members present: Bill Schwab, Tana Daniels, Anja Vukich and Deborah Smith (arrived late)*
 - *Members absent: Jerry Hickman, Vicki Stallcup-Causey and Marie Stone*
 - *Staff present: Kathy Freiheit, Director of Library Services*
2. Around the table introductions by members.
 - *Brief introductions made by members.*
3. Library Advisory Board orientation presentation by Staff Liaison.
 - *Kathy's PowerPoint presentation included information on changes to the City's Boards and Commissions handbook; LAB membership structure and meetings; members' role and responsibilities; role of the staff liaison; transitions and future planning, including Board representation on the Library Visioning Task Force; revised Library Strategic Plan and RFID project; resources (City and Library webpages, Apollo library catalog, and Library Facebook page); and how Commission members interact with Council and the community.*
 - *City Council will hold a joint meeting with each Board/Commission and their Staff Liaisons to discuss the previous year's accomplishments, plans for FY17, and to consider the ways that Boards/Commissions provide information to Council.*
 - *Reminder: City Boards and Commission Members' Orientation for new and reappointed Commission members is Thursday, October 20, at City Hall, 6:00 – 7:30 p.m.*
 - *This is a mandatory meeting; Mayor, City Manager and City Attorney will provide information and advice to guide legal and successful City Board and Commission meetings.*
 - *It was suggested that the City videotape this meeting for the benefit of those who cannot attend; Kathy F. will forward this request to City staff.*
 - *Reminder: Open Meetings training deadline for new and reappointed Commission members is Monday, November 14, 2016; completion certificates must be turned in to City Secretary's Office.*
4. Election of Chair and Vice-Chair for FY2017.
 - *Tabled until November meeting in anticipation of greater attendance.*
5. Chair selects voting alternate(s), if necessary.

This item followed Item 1.

 - *Alternate Anja Vukich selected as voting member in Jerry Hickman's absence.*
6. Consider approving the minutes from the regular meeting held September 8, 2016.
 - *Motion made by Bill S. to accept the September 8, 2016 meeting minutes as written. Motion seconded by Tana D.; motion passed unanimously.*

7. Acknowledge communications and announcements.
 - N/A
8. Director's Report.
 - *In addition to regularly scheduled storytimes and after-school activities, programs have been scheduled every Saturday in October; staff are currently celebrating Teen Read week; mini-pumpkin decorating will be done on Saturday, October 29.*
 - *Friends of the Rowlett Public Library, Inc. have a special promotion through December 31, 2016, whereby new individual members may join for one year at no cost.*
 - *The Library will be closed for the Thanksgiving holiday on November 24-25, with early closing at 6 p.m. on Wednesday, November 23.*
9. Update on Radio Frequency Identification (RFID) project.
 - *Collection tagging is substantially complete; implementation coordinator to be on-site for Phase Two (equipment installation and staff training) the week of December 12; soft launch immediately after and throughout the holidays.*
 - *Discussion ensued regarding Board involvement in RFID roll-out in January 2017.*
10. Update on Library Visioning Task Force activities.
 - *Construction estimates still underway; with finalization of budget Library administrative staff will meet with 720 Design to consider finishes.*
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.
 - *Deborah S. announced the following:*
 - *Covington's Nursery Fall Fest, October 15*
 - *Keep Rowlett Beautiful Electronic Disposal and Document Shredding, November 5; Deborah distributed event handout*
 - *Olympus in October Literary Industry Soiree, October 23 in Duncanville*
 - *Duncanville Bikes, help plant trees at Lakes of Springfield, October 29*
12. Future Topics for next meeting.
 - *Call to order*
 - *Chair selects voting alternate(s), if necessary*
 - *Election of Officers for FY2017*
 - *Consider approving minutes from the previous meeting*
 - *Director's report*
 - *Reminder: Open Meeting training deadline for new and reappointed Board members is Monday, November 14, 2016; completion certificates must be turned in to City Secretary's Office.*
 - *Update on Radio Frequency Identification (RFID) project*
 - *Update on Library Visioning Task Force activities*
 - *Public announcements*
 - *Future agenda items*
 - *Adjourn*
13. Adjournment.
 - *Motion made to adjourn by Bill S. and seconded by Tana D.; motion passed unanimously. Meeting adjourned at 8:00 p.m.*


Chairperson

10 Nov. 2016
Date