

OFFICIAL MINUTES OF THE ROWLETT PUBLIC LIBRARY ADVISORY BOARD

Date: Thursday, May 13, 2010
Location: Library Conference Room, 3900 Main Street

1. Meeting called to order at 7:04 p.m. and a quorum was present.
 - Members present: Veda Kull, Donna Davis, Pat Harris, Ginny Thomas, and Julie Plummer.
 - Members absent: Mary Baldwin and Penny Graham.
 - Staff present: Director of Library Services Kathy Cockcroft.
2. Consider approving the minutes of the regular meeting of April 8, 2010.
 - Motion made by Donna Davis to accept the minutes as written, seconded by Veda Kull; motion passed unanimously.
3. Acknowledge communications.

N/A
4. Receive State of Library reports.
 - National Library Week is celebrated in April and as part of that celebration, the library sponsored a Fine Free Week, April 12 - 19, 2010. We collected food for fines and received 1,207 can goods for Rowlett's Needy Children. The library also had 37 lost items returned and welcomed back 281 patrons whose accounts were reinstated. We did waive \$4,198.99 in fines that week. That is a sizable amount but if you'll note our yearly fine revenue, collections for April only fell about \$500. So for that \$500 loss in revenue, we received 37 missing items, welcomed back patrons and donated food to a worthy charity.
 - The window blinds for the meeting room were installed and effectively block out the light for movie showings. No more climbing ladders and hanging sheets and all the staff are very grateful.
 - The library hosted two early voting sessions in April, one county and one city. For 2010, the library's meeting room will be closed for 41 days due to early voting. Kathy Cockcroft will be meeting with city management to discuss the possibility of another location. Story times, ESL classes and special programs have been moved to the floor of the library or jammed into the conference room. The library enjoys hosting the elections and we welcome the traffic it brings but the loss of our meeting room displaces too many programs.
 - The library has a new planting in the front circle. The flowers did not survive the winter and the City has selected abelia kaleidoscope. Flowers are white and attract butterflies and the foliage provides color year round.
 - Shop Rowlett receipts continue to pour into the library. With Summer Reading approaching, staff were very concerned about handling both. It was agreed that receipts could be turned in at the Rowlett Community Centre & Utility Billing Office as well as the library for May and June.
 - April is also National Volunteer Month and it was our great honor to celebrate our volunteers at a brunch on April 17th. City Manager Lynda Humble spoke and recognized the amazing benefits the library and the community reap from our volunteers.

Receive an update on the library's budget.

- Kathy Cockcroft reported the library is right on schedule with the budget.
- Homework Help fees – Kathy would like the Board to contemplate for next budget year whether library should keep this program or not. Sessions are \$10 for 20 minutes; \$7,800 has

been used this year and if kept it is decided to keep the program the budget would need to be increased.

Receive an update on the Library Equipment Acquisition Fund (L.E.A.F.).

- Friends of the Rowlett Library, Inc. in process of donating program funds.
- Received \$274.18 for "ongoing" book sale in April.
- Received \$20.00 for tote bags in April.

Receive ongoing report on volunteer hours in Library.

- Volunteer hours worked were down a little from March.

Receive an ongoing report on programs.

- Senior computer classes went well; starting to discuss fall classes.

Announce upcoming events.

- Summer Reading Program for children and adults begin June 1, 2010.
- Performances on Tuesdays during the Summer Reading Program will be at the Community Centre and the movies shown on Thursdays will be at the library.

5. Discuss proposed revisions of the Library's Policy Manual.

- Item tabled until further notice.

6. Discuss 21st Century library vision.

- Kathy Cockcroft attended the Texas Library Association annual conference in San Antonio; conference will be in Austin next year.
- Kathy attend workshop at conference, "Future Proofing Your Library" presented by George Needham and Joan Frye Williams. Four part program discussed service assessment, community check-in, guiding principles and implementation. Kathy showed a PowerPoint presentation on each point.

7. Public Announcements.

- Reading Club – "Three Cups of Tea".
- Police Department Bike Rodeo Saturday, May 15th.
- Will continue daytime GED tutoring this summer each Tuesday morning for current students only.

8. Future Topics.

- Call to order
- Consider approving the minutes from the regular meeting held May 13, 2010
- Acknowledge communications
- Receive the State of Library report for May 2010
 - receive an update on the library's budget
 - receive an update on Library Equipment Acquisition Fund (L.E.A.F.) fund
 - a) update on the "ongoing" book sale
 - b) update on tote bag donations
 - receive ongoing report on volunteer hours in library
 - receive an ongoing report on programs
 - announce upcoming events
- Discuss proposed revisions of the Library's Policy Manual.
- Discuss 21st century library vision
- Future Topics

- Adjourn

10. Adjournment.

Motion made to adjourn by Veda Kull, seconded by Julie Plummer.
Meeting adjourned at 7:49 p.m.

Pat Harris

Pat Harris, Chairperson

6/10/10

Date