

## OFFICIAL MINUTES OF THE ROWLETT PUBLIC LIBRARY ADVISORY BOARD

Date: Thursday, August 12, 2010  
Location: Library Conference Room, 3900 Main Street

1. Meeting called to order at 7:00 p.m. and a quorum was present.
  - Members present: Veda Kull, Pat Harris, Ginny Thomas, Mary Baldwin, Julie Plummer and Penny Graham.
  - Members absent: N/A.
  - Staff present: Director of Library Services Kathy Cockcroft.
2. Consider approving the minutes of the regular meeting of June 10, 2010.
  - Motion made by Ginny Thomas to accept the minutes as written, seconded by Veda Kull; motion passed unanimously.
3. Acknowledge communications.
  - Kathy Cockcroft received an email reminding members to re-apply for Library Advisory Board; members up for renewal are Julie Plummer, Penny Graham, Pat Harris and Veda Kull. Board has one vacancy to fill with Donna Davis' election to the City Council.
  - Volunteer Fair planned for Monday, September 13<sup>th</sup> at the Community Centre. All Boards and Commissions will be represented as well as volunteer groups to provide citizens information about the Boards and organizations in the City so they will be able to better decide what opportunities they would like to pursue.
4. Receive State of Library reports.
  - June is one of the busiest months in the library. It was the start of our Summer Reading program, *Catch the Reading Express*. The Summer Reading program offers Tuesday school age programs featuring music, animals, clowns and magic. Attendance for these programs averaged 250 to 300 and consequently the events were held at the Community Centre. Wednesday afternoons offered teens the opportunity for book talks, movies and special feature programs. Thursday afternoons offered families movies and popcorn. For adults, Summer Reading provides a chance of winning a weekly gift card and 455 adults participated.
  - During June, 34,990 books were checked out which is more than one third of our collection. During the same month, 30,797 items were returned, totaling 67,787 items which crossed over our front desk in the month of June. Program attendance was also high with 2,453 people attending library programs. The Summer Reading Program continued through July and final statistics for the summer reading are 1,501 children registered, along with 304 teens, reading a total of 18,005 hours. Program attendance for the month of July was 2,228.
  - Kathy Cockcroft shared the PowerPoint presentation prepared for the new City Council members in July describing library staff and functions.
  - In October additional ESL classes will be offered nights and weekends.
  - Friends of the Rowlett Library have donated a security camera to the library.

### Receive an update on the library's budget.

- The City asked for a 4% budget cut from all departments. To do this the Library will not renew the lease on an off site storage unit, reduce training, postage and binding budgets.
- City staff will not receive raises in new fiscal year.

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

- Received second part of the Friends of the Rowlett Library, Inc. donation.
- Book sales for June: \$294.78 and for July: \$290.10.
- Sold 3 tote bags in June and July.

Receive ongoing report on volunteer hours in Library.

- City has asked us not to include Board monthly meeting time on volunteer report.
- Have more volunteers for the ESL program and will add additional classes on Monday and Wednesday evenings, Monday and Thursday afternoons, and Saturday mornings.

Receive an ongoing report on programs.

- In June, the library co-sponsored a Creative Writing program with the Senior Advisory Board. Sessions were held Wednesdays and were well received.
- Celebrate Rowlett – library was open during event; new library cards were issued. Outcome was good - approximately 3,000 people attended.
- Library is adding a new story time program on Thursday morning for ages 4-6 beginning in September.
- Looking for local celebrities to read at the “R.E.A.D. in America Celebration” on September 25<sup>th</sup>.
- On Fridays in September, the library is co-sponsoring Genealogy programs with the Senior Advisory Board.

Announce upcoming events.

- Thursday, October 28<sup>th</sup>, Board and Commission banquet.
- Saturday, December 4<sup>th</sup>, the City tree lighting event; library will be open during event and will present the gingerbread house program.
- It is being considered that City Council might appoint Council liaisons to attend board/commission meetings twice per year instead of annual work sessions held with boards/commissions.

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

- Kathy emailed the revised manual to all Board members for review.
- At next meeting, the Board will vote to accept the revised manual to be presented to City Council.

6. Discuss 21<sup>st</sup> Century library vision.

- A new online service being offered in September is Mango Languages. This service proves remote access to 48 languages courses.
- Kathy Cockcroft discussed downloadable books and joining a consortium shared by University Park, Farmers Branch and Denison.
- New integrated library system should be in place by October 2011, this is one of library’s goals.

7. Public Announcements.

- N/A.

8. Future Topics.

- Call to order
- Consider approving the minutes from the previous meeting
- Acknowledge communications
- Receive the State of Library report for August 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 Volunteer Fair hosted by City on September 13, 2010
- Announce Representative Joe Driver's presentation of Loan Star Libraries grant check at October 5, 2010 City Council meeting
- Vote to accept proposed revisions of the Library's Policy Manual
- Discuss library work plan to be presented to City Manager on September 30, 2010
- Future Topics
- Adjourn

10. Adjournment.

Motion made to adjourn by Mary Baldwin, seconded by Julie Plummer.

Meeting adjourned at 8:00 p.m.

*Pat Harris*

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Pat Harris, Chairperson

*9/9/10*

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Date