

## OFFICIAL MINUTES OF THE ROWLETT PUBLIC LIBRARY ADVISORY BOARD

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

*see  
Corrections*

1. Meeting called to order at 7:02 p.m. and a quorum was present.
  - Members present: Veda Kull, Pat Harris, Ginny Thomas, Julie Plummer, Leora Olorunnisomo and Bill Schwab
  - Members absent: N/A.
  - Staff present: Assistant City Manager / Interim Library Director, Brian Funderburk.
2. Welcome to Brian Funderburk, Assistant City Manager / Interim Library Director.
  - Brian said he was looking forward to leading the library as the Interim Director. Brian's wife is a public services librarian at Nicholson Memorial Library in Garland.
3. Consider approving the minutes of the regular meeting held November 11, 2010.
  - Motion made by Veda to accept the minutes as written, seconded by Julie; motion passed unanimously.
4. Acknowledge communications.
  - Received a card from former Library Director Kathy Cockcroft thanking the board for the Texas ornaments she received.
5. Receive State of Library reports.
  - Increase in adults attending ESL classes – up 142% compared to the same time period last year.
  - Increase in attendance for GED classes – up 12% compared to the same time period last year.

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

- FY 2011 budget is \$1,126,905.

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

- Ending balance through December 31, 2010 is \$14,000.
- Book sale donations for November \$184.36 and for December \$208.20.
- Received \$6,000 donation from the Friends of the Rowlett Library, Inc. for programming and \$500 from Nancy Vermeer for the purchase of children's materials.
- No sales of tote bags in November; 3 sold in December.

### Receive ongoing report on volunteer hours in Library.

- Volunteer hours are up for the month.
- No volunteers are turned down; the City tries to match up skills to find a place for anyone that would like to volunteer.
- Library Board member hours need to be accounted for; three members worked for the Fall Festival at the First United Methodist Church and Ginny volunteered 3 hours on at the Tree Lighting event.

Receive an ongoing report on programs.

- Nothing reported.

Announce upcoming events.

- Nothing reported.

6. Review Library's Strategic Plan.

- Has been requested to wait until we get a library director to update the strategic plan; Brian suggested the Board go ahead and review the plan.
- Northeast Texas Library System (NETLS) will help the library monetary wise to update the strategic plan to get a facilitator.
- Brian will fill out application to NETLS to apply for a facilitator to assist the Board.
- Board members agreed to help when thing and the facilitator is in place.

7. Update on the status of the revised Library Policy Manual.

- Is on the February 15, 2011 City Council agenda to be presented for approval.
- Brian wants to go over the reading policies with library staff.

8. Recap on the Holiday Parade and Tree Lighting events.

- Board members Pat Harris, Veda Kull and Ginny Thomas had a table at the First United Methodist Church Fall Festival. Ginny manned the educational table and was a success.
- The Tree Lighting ceremony and kids crafts inside the library was very well attended, there were several craft stations set up for the kids. A couple of stations ran out of supplies, so this was a very well attended event.

*Pat + Ginny + Veda helped*

9. Discuss enhancement of public's awareness of the library.

- Mystery dinner theater ideas – for charging money or just to promote the library for everyone that doesn't know about the Rowlett Public Library.
- Several ideas discussed: promoting other things like the African- American History Month; Latino activities or tag onto the City's Diversity Day in the spring; Martin Luther King, Jr. Day in January, African-American History Month is February, maybe invite an author; Cinco de Mayo in May.
- Leora will work on trying to get an author and will be in touch with Brian for scheduling and promoting with the city publicist; Veda will talk to the Rowlett High School about drama club to help with the mystery theatre idea for promotion of the library.

10. Initiate and finalize plans for staff appreciation.

- Possibly set-up for Valentine's Day or later in the week Friday, February 18<sup>th</sup>.
- Look at Subway for sandwiches on the 18<sup>th</sup> with a Valentine theme.

11. 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.

- Nothing reported.

12. Future Topics.

- Call to order
- Consider approving the minutes from the previous meeting

- Acknowledge communications and announcements
- Receive the State of Library report for previous month
  - 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
- Update on Library's Strategic Plan
- Update on the status of the revised Library Policy Manual
- Discuss enhancement of public's awareness of the library
  - Receive report from Leora (African-American History Month)
- Finalize plans for staff appreciation
- Public announcements
- Future topics
- Adjourn

9. Adjournment.

Motion made to adjourn by Bill Schwab and seconded by Leora Olorunnisomo; motion passed unanimously. Meeting adjourned at 8:27 p.m.

Pat Harris  
 Pat Harris, Chairperson

2/10/11  
 Date