

OFFICIAL MINUTES OF THE ROWLETT PUBLIC LIBRARY ADVISORY BOARD

Date: Thursday, June 9, 2011
Location: Library Conference Room, 3900 Main Street

1. Meeting called to order at 7:02 p.m. and determined a quorum was present.
 - Members present: Veda Kull, Pat Harris, Julie Plummer, Bill Schwab and Ginny Thomas.
 - Members absent: Leora Olorunnisomo.
 - Staff present: Brian Funderburk, Assistant City Manager / Interim Library Director.
2. Consider approving the minutes of the regular meeting held May 12, 2011.
 - Motion made by Bill Schwab to accept the minutes as written, seconded by Julie Plummer; motion passed unanimously.
3. Acknowledge communications.
 - Library Director candidates narrowed down to two finalists. On June 28th and 30th, the two finalists will spend the day to interview, meet with library staff, give a presentation to a mock council and attend a reception to meet members of the Library Advisory Board, Arts and Humanities Commission and the Friends of the Rowlett Library, Inc.
 - Rowlett Road will be closed for 7 days (June 21 – June 29, 2011) for DART to complete road work; the City will publish alternate routes available during this time.
4. Receive State of Library reports.
 - Adult Services Librarian Virginia Mundt has accepted a position with Mesquite Public Library; her last day was Tuesday, June 14, 2011.
 - Part-time Adult Services Librarian Amanda Frady has handed in her resignation; her last day is July 22, 2011 to spend more time with her family.
 - Circulation is down 10% and Brian Funderburk and library staff are looking for reasons why.
 - Received May 2011 end-of-the-month statistical reports.
 - Received an update on the Library Equipment Acquisition Fund (L.E.A.F.).
 - Ending balance through May 2011 - \$9191.24; items have been purchased for Summer Reading Club. Fund amounts encumbered but not yet purchased: \$1,777 for memorials and \$1,356 for programming expenses.
 - Book sale donations for May 2011 totaled \$289.89.
 - Sold a total of 7 book bags in May, totaling \$35.
 - Received ongoing report of volunteer hours in Library.
 - In May, volunteers worked 240 hours (year-to-date 2,790 hours volunteered).
 - Received an ongoing report on programs.
 - June and July calendars have been published.
 - In May hosted 5th Annual Parent-Child Tea Party at the Community Centre, 108 children and adults attended.
 - Final preparations made for the Summer Reading Club; registration begins Monday, June 6th. The theme this year is, "Dig Up a Good Book". The schedule during June and July include special performers on Tuesdays; teen programs on Wednesdays; and movies and popcorn on Thursdays. Adults can participate in the Summer Reading Club also. For each adult level book adults read, one entry is entered into a weekly prize drawing for a \$25 gift card to a local merchant.

-- Other ongoing programs include: weekly children's story times, including a bi-lingual story time and two outreach story times; City Manager Book Club; Knitting Club; Computer Classes for Seniors; GED and ESL classes.

5. Update from the Interim Library Director regarding the Library's Strategic Plan.

- Library Board attended special work session June 8th to finish up mission statement and the last 3 goals of the Strategic Plan.
- Brian will email the draft to the Board in July for review.
- Plan is to finalize the Strategic Plan at the August, 11, 2011 regular meeting.
- Board plans to submit the Strategic Plan to the City Council for adoption at the September 6, 2011 meeting.

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

- For the Mystery Theater, Brian will have Brenda purchase the script.
- Veda to start planning mystery theater and she would like one board member to assist in the initial planning for event. The Sachse High School Theater Department has agreed to help.

7. 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.

- Brian announced "Fireworks on Main Street" from 6 – 9 p.m. July 3rd. Rotary Club will be selling snow cones and glow necklaces.
- The Library Board will not meet in July, but will be connecting via email for Strategic Planning updates and mystery theater planning.

8. 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
- Discuss and continue to work on the Library's Strategic Plan
- Discuss enhancement of public's awareness of the library
- Public announcements
- Future topics
- Adjourn

9. Adjournment.

Motion made to adjourn by Bill Schwab and seconded by Julie Plummer; motion passed unanimously. Meeting adjourned at 7:56 p.m.

Pat Harris
Pat Harris, Chairperson

8/18
Date