

OFFICIAL MINUTES OF THE ROWLETT PUBLIC LIBRARY ADVISORY BOARD

Date: Thursday, August 18, 2011
Location: Library Conference Room, 3900 Main Street

1. Meeting called to order at 7:04 p.m. and determined a quorum was present.
 - Members present: Veda Kull, Pat Harris, and Bill Schwab.
 - Members absent: Leora Olorunnisomo, Ginny Thomas and Julie Plummer.
 - Staff present: Brian Funderburk, Assistant City Manager and Kathy Freiheit, Director of Library Services.

2. Consider approving the minutes of the regular meeting held June 9, 2011.
 - Motion made by Bill Schwab to accept the minutes as written, seconded by Veda Kull; motion passed unanimously.

3. Acknowledge communications.
 - Hello from Kathy Cockcroft (former Library Director).
 - Welcomed new Director, Kathy Freiheit.

4. Receive State of Library reports.
 - Brian Funderburk updated Board on FY 2012 budget. The first Council budget hearing was August 16th and no budget or services cuts are anticipated in the next two years. On September 6th, the second hearing will take place and on September 20th, if approved, the Council will adopt the budget.
 - Loan Star Libraries grants are no longer available due to state budget cuts.
 - The fee for Texshare has increased, loss of 14% of budget as a result.
 - Received June and July 2011 end-of-the-month statistical reports.
 - Received an update on the Library Equipment Acquisition Fund (L.E.A.F.).
 - Ending unencumbered balance through July 2011 - \$5,458.01.
 - Book sale donations for June \$257.10 and for July \$320.58.
 - Sold a total of two book bags in July, totaling \$10. In August, book bags are being sold for \$5, filled with used/donated books.
 - Received ongoing report of volunteer hours in Library.
 - For June, volunteers worked 379 hours and in July 392 hours (year-to-date 3,562 hours volunteered).
 - Received an ongoing report on programs.
 - Summer Reading Program a great success.
 - Technology programs, including OverDrive, drew a small audience
 - Discussed need for regular training on OverDrive and different types of devices
 - Discussed need for more adult programming.
 - Discussed need for more space, noting that changes may require "giving up stuff to get some stuff."
 - Announce upcoming events.
 - August and September calendars have been published.
 - Kathy passed out children's program brochures with activities and programs scheduled during the fall.
 - Inquired about promotion of September as "Library Card Sign-Up month. An announcement for the next Council meeting will be shared with the Mayor.

5. Update from the Interim Library Director regarding the Library's Strategic Plan.
- Brian guided discussion. Showed members information shared with Council on September 6th.
 - Four main ideas: community meeting space; lifelong learning; digital media and programming.
 - Would like a Board member to present at 5:30 p.m. on September 6th.
 - Looked again at Mission statement for acceptability.
 - Staff will work administrative goals in future months.
 - Bill Schwab moved that the Board adopt this Strategic Library Plan for the Rowlett Public Library as presented. Pat Harris seconded the motion; motion passed.
6. Discuss enhancement of public's awareness of the library.
- For the Mystery Theater, procedures and needs were discussed.
 - Veda Kull will meet with Kathy Freiheit and Library staff to work out some of the details.
 - Discussed using the email base from the Chamber of Commerce which may help with promotion to business connections to secure attendees.
 - Brian will meet with Kathy Freiheit and Brenda Kennedy about tickets.
 - Brian suggested we revisit idea of using Rowlett High School drama students.
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.
- There is an opening for an alternate position on the Library Board.
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
 - Update status on the Library's Strategic Plan
 - Public announcements
 - Future topics
 - Adjourn
9. Adjournment.
Motion made to adjourn by Bill Schwab and seconded by Pat Harris; motion passed unanimously. Meeting adjourned at 7:56 p.m.

Pat Harris
Pat Harris, Chairperson

9/08/11
Date