



OFFICIAL MINUTES OF THE ROWLETT PUBLIC LIBRARY ADVISORY BOARD

Date: Thursday, October 11, 2012
Location: Library Conference Room, 3900 Main Street

1. Meeting called to order at 7:05 p.m. and determined a quorum was present.
 - *Members present: Pat Harris, Ginny Thomas, Bill Schwab, Tana Daniels, John Pritchard and Deborah Smith*
 - *Members absent: N/A*
 - *Staff present: Stacey Chadwick, Deputy City Secretary, Tonya Hartline, Public Services Manager and Brenda Kennedy, Senior Administrative Assistant*
2. Administer the Oath of Office and the Statement of Elected/Appointed Officer to the newly appointed members.
 - *Deputy City Secretary Stacey Chadwick administered oaths to newly appointed members Pat Harris, Deborah Smith, John Pritchard and Tana Daniels.*
3. Introduce members and elect officers for FY 2012-2013.
 - *No new members appointed by the City Council.*
 - *New officers for FY 2012-2013: Chair Pat Harris, Vice-Chair John Pritchard and Secretary Deborah Smith.*
4. Consider approving the minutes from September 6, 2012 meeting.
 - *Two corrections made to minutes: 2nd page, 6th bullet, last sentence, will remove the word "not"; 2nd page, last line, will add "Ginny" for those in support. Pat made corrections on printed copy of minutes.*
 - *Motion made by Bill Schwab to accept the September 6, 2012 meeting minutes as corrected; Ginny Thomas seconded the motion. Motion passed unanimously.*
5. Acknowledge communications.
 - *None*
6. Receive State of Library reports for September 2012.
 - *Brenda offered State of Library report for Fiscal Year 2012. Noted the following services increased from FY 2011: program attendance up 10%, reference questions up 15.4%, items checked out from OverDrive up 165% and times public computers up 8.9%. Slight decrease in gate count (less than 1.1%) and number of items checked out (less than .4%).*
 - *Tonya Hartline reported library will be replacing the old integrated library system and staff is reviewing systems available.*

- *Receive an update on the Library Equipment Acquisition Fund (L.E.A.F.)*
 - a) *Update on the “ongoing” book sale – August \$179.00 and September \$137.53.*
 - b) *Update on the tote bag donations – no bags sold in August and September.*
- *Received ongoing report of volunteer hours in Library.*
 - *Total volunteer hours for FY 2012: 3,601 hours.*
- *Received an ongoing report on programs.*
 - *Ballet Folklorico program is scheduled September 15th*
 - *Taxpayer seminar scheduled Thursday, September 20th*
 - *Talk Like a Pirate Day program scheduled September 22nd*
 - *Pumpkin Painting at 2 p.m. on Saturday, October 13th*
 - *Music with Miss Heather at 2 p.m. on Saturday, October 20th*
 - *Halloween Spooktacular at 2 p.m. on Saturday, October 27th*
 - *Senior Computer Classes October 9-11th, classes full with a waiting list*
- *Announce upcoming events.*
 - *Welcome to the World of Gourds at 2 p.m. on Saturday, November 3rd*
 - *Music with Miss Heather at 2 p.m. on Saturday, November 10th*
 - *Holiday Parade and Turkey Fest Saturday, November 17th (come and go)*
 - *No Page Unturned Reader’s Club from 7 – 8 p.m. the third Thursday each month*
 - *Bilingual Spanish Story Time the third Tuesday each month*
 - *Senior Computer Classes, November 6-8th, Introduction to Email*

7. Discuss enhancement of public’s awareness of the library.

a) Update on Mystery Theater

- *Tonya reported library will have stations set up around the library to showcase services offered; stations will be manned by library staff. Board to handle putting on play, invitations, refreshments.*
- *Suggestion made to add a station to show what the “back room” does (DVD/book repairs).*
- *The Friends of the Library have received scripts; Pat will meet to assign roles for Friends.*
- *Former Library Board member, Jeff Thomas, has volunteered to help; Brian Funderburk and Kathy Freiheit have also volunteered for a part in the play.*
- *Suggestions made to “Save the Date” flyer; Pat gave information to Tonya for changes; Tonya and Pat will finalize “Save the Date” (invitations, copy to Board members).*
- *In November – any props needed should be finalized.*
- *Time for event set at 7 p.m.*
- *Need Chamber RSVPs in by December 15th; beyond that deadline, the City can’t fill the gaps by advertising remaining seats.*

8. 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.

- *Brenda reminded newly appointed members the Open Meetings Act Training completion and certificate submission due Friday, November 2nd.*
- *Board and Commission Orientation presented by the Mayor, City Manager and City Attorney is Thursday, October 18th.*

9. Future Topics.

- *Call to order*
- *Consider approving the minutes from the previous meeting*
- *Acknowledge communications and announcements*
- *Receive the State of Library reports for October*
 - *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 enhancement of public's awareness of the library*
 - *Update on Mystery Theater*
- *Public announcements*
- *Future agenda items*
- *Adjourn*

8. Adjournment.

*Motion made to adjourn by Deborah Smith and seconded by Bill Schwab; motion passed unanimously.
Meeting adjourned at 7:45 p.m.*

Pat Harris
Pat Harris, Chairperson

11/8/12
Date