

## OFFICIAL MINUTES OF THE ROWLETT PUBLIC LIBRARY ADVISORY BOARD

Date: Thursday, October 9, 2008  
Location: Library Conference Room, 3900 Main Street

1. Call to order and determination of Quorum.
  - Members present: Veda Kull, Ginny Thomas, Cynthia Lubben and Donna Davis.
  - Members absent: Mary Baldwin and Pat Harris (both excused absences).
  - Staff present: Katie Corder and Susie Quinn.
2. Administer the Oath of Office and the Statement of Elected/Appointed Officer to the newly appointed members.
  - City Secretary Susie Quinn administered oaths to newly appointed members present.
3. Consider approving the minutes of the regular meeting of September 11, 2008.
  - Veda Kull had a question about #7 in the minutes. Changed second bullet point to: "Discussed meeting with different boards and commissions to ask for ideas and improvements regarding facilities".
  - Motion made by Donna Davis to approve the change to the minutes, motion seconded by Ginny Thomas. Minutes will be updated and presented at the November meeting for the Board's approval.
4. Elect new Library Advisory Board officers for 2008-2009.
  - Cynthia Lubben motioned to elect Veda Kull for chair position; Ginny Thomas seconded motion; motion approved unanimously.
  - Ginny Thomas motioned to elect Pat Harris for vice-chair position; Veda Kull seconded motion; motion approved unanimously.
  - Cynthia Lubben motioned to elect Ginny Thomas for secretary position; Donna Davis seconded motion; motion approved unanimously.
5. Receive State of Library report for September 2008.
  - Katie Corder handed out new Boards and Commission handbook.
  - All Library Advisory Board members have completed the annual training for this term.
  - Attendance was up in September.
  - Kathy Cockcroft will begin next week as the new library manager; she will attend the Public Libraries Administrators of North Texas annual conference next week.
  - Question asked about Kathy's qualifications and Katie responded that she is very professional and is very experienced. She wants to incorporate the community needs for the library and expansion.
6. Receive an update on the library's budget.
  - Have been experiencing some Internet problems and those issues are currently being addressed.
  - Program attendance down, less programs offered.
7. Receive the September 2008 Library Equipment Acquisition Fund (L.E.A.F.) activity update.
  - Book sales are on hold until further notice; LEAF account receives money by selling ear buds, USB drives, Jobview and miscellaneous donations.
    - a) Update for "ongoing" book sale
      - On hold until further notice
    - b) Update on total bag donations

- Received donations for 2 tote bags
- Consider selling bags at Fall Festival on November 15<sup>th</sup> and at Main Street Holiday Parade on November 22<sup>nd</sup>.

8. Receive ongoing report on volunteer hours in Library.
  - Great job recruiting volunteers to help out in the library.
9. Update on the Bond Committee (Donna Davis).
  - Donna report there was an informal meeting at the Police Department for a tour; a formal meeting has not been held yet.
10. Discuss materials to submit to the Facilities sub-committee of the Bond Committee.
  - Donna put together a draft for presentation; is a working document for Board to present to the Council.
  - Started with mission, vision facility information.
  - Rowlett Public Library offers tremendous services other than just books.
  - Donna would like all board members to look and review the draft and make suggestions over the next month.
  - Donna will forward a draft to Brenda Kennedy to distribute to all board members.
11. Discuss First United Methodist Church Annual Fall Festival booth and possible volunteers from the Board.
  - Festival is scheduled for Saturday, November 15<sup>th</sup> from 9 a.m. to 3 p.m. If possible, would like volunteers in the morning until noon.
12. Receive Interim Library Manager schedule for October 2008.
  - No report.
13. Public Announcements.
  - Main Street Holiday Parade is scheduled for Saturday, November 22; kids activities area will be located on the library lawn; looking for volunteers.
  - Veda Kull will attend the Texas Library Association District 5 meeting on October 18<sup>th</sup>.
14. Future Topics.
  - Call to order
  - Consider approving:
    - 1) the corrected minutes from the regular meeting on September 11, 2008
    - 2) minutes from the regular meeting on October 9, 2008
  - Receive the State of Library report for October 2008
    - 1) receive an update on the library's budget
    - 2) 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
    - 3) receive ongoing report on volunteer hours in library
    - 4) upcoming events
  - Review and finalize goals and objectives for the next 12-15 months to present at the City Council joint worksession scheduled for December 16, 2008
  - Update on the Bond Committee by Donna Davis
  - Discussion of materials to submit to the Facilities sub-committee of the Bond Committee
  - Discuss First United Methodist Church Annual Fall Festival booth and possible volunteers from the Board

- Discuss Main Street Holiday Parade on November 22, 2008 and possible volunteers from the Board
- Public Announcements
- Future Topics
- Adjourn

15. Adjournment.

Motion made to adjourn by Ginny Thomas, seconded by Cynthia Lubben.

Meeting adjourned at 8:02 p.m.

  
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Veda Kull, Chairperson

  
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Date