

## OFFICIAL MINUTES OF THE ROWLETT PUBLIC LIBRARY ADVISORY BOARD

Date: Thursday, February 12, 2009  
Location: Library Conference Room, 3900 Main Street

1. Meeting called to order at 7:01 p.m. and a quorum was present.
  - Members present: Veda Kull, Cynthia Lubben, Mary Baldwin, Pat Harris, Ginny Thomas, Donna Davis and Julie Plummer.
  - Members absent: N/A
  - Visitors: Josephine Munene.
  - Staff present: Kathy Cockcroft.
  - New member Julie Plummer was introduced and welcomed.
  
2. Consider approving the minutes of the regular meeting of January 8, 2009.
  - Change made to #3 (b), "total" to "tote".
  - Change made to #6, delete sentence, "There will be restrictions based on current property tax levels and Rowlett".
  - Motion made by Donna Davis to accept the minutes as corrected. Motion was seconded by Pat Harris. Motion passed unanimously.
  
3. Receive State of Library report for January 2009.
  - Patron registration is up.

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

- Currently, 31% of budget has been expended, this is right on target for the year.
- Hired Katherine Stewart to replace page who resigned in January due to academic workload.

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

- LEAF budget was presented.
  - Deposits from book donations, sell of ear buds, flash drives, and interest payment.
  - Expenditures include purchases of book bags and supplies for storytimes.
- a) Update for "ongoing" book sale
  - Deficit for year because of "borrowing issues".
  - Library received a large donation of romance books, created "romance grab bags" for 50 cents per bag (approximately 5 books per bag).
  - Book sale will probably go back up by the end of the year with "borrowing issues" being resolved.
- b) Update on tote bag donations
  - Only one bag sold in January. Pat Harris made a motion to change the price to \$5.00 per bag. Mary Baldwin seconded the motion. Motion passed unanimously

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

- Volunteer hours were up in January.

### Receive an ongoing report on programs.

- New storytime for babies (18 months and younger) is very successful; a second baby storytime program has been added.

- Possibly introduce “One Book” program; Kathy Cockcroft met with Sachse and Wyle libraries to discuss doing a three city “One Book” program.

#### Announce upcoming events.

- Denman Family Gospel on Saturday, February 21<sup>st</sup>, all tickets have been given out, considering asking for a 2<sup>nd</sup> performance.
- Die cut program on Saturday, April 25<sup>th</sup> at 2 p.m. (usually 7 to 10 people attend).
- AARP tax assistance continues each Saturday through April (9:30 a.m. – 2:00 p.m.).
- Senior computer classes are full and a waiting list is available.
- Cake walk on Tuesday, March 17<sup>th</sup>, will have 3 large circles with up to 30-40 children, 100 cakes to be donated.
- Mascots, Dewey Duck, Haley Hippo, Joe Justice, Red E. Fox and the Chick-fil-A cow will be on hand.

#### 4. Update on the Bond Committee.

- Donna Davis reported the Committee is still working on prioritizing the different departments/facilities.
- On the City’s website, there is a “We’re listening” button available which has a facilities survey, the City is asking for citizen input; encourage everyone to take the survey; need to move quickly as the survey will be “live” for a limited time.
- Survey was taken to Town Hall meeting, Senior Citizen’s Center rated as number 1 priority.

#### 5. Receive report on the North Texas Conference for Library Supporters.

- Library Manager Kathy Cockcroft and Advisory Board members Pat Harris and Donna Davis attended the conference January 31<sup>st</sup>. Friends of the Rowlett Library, Inc. members Stanley and Virginia Pollard also attended.
- This is the first time Texas has held this conference and is considering presenting it again next year.
- Various seminars were available:
  - Pat Harris attended Friends of the Library – Volunteer seminar called “Who’s Who and What Do They Do”? Library Advisory Board is appointed by the City Council.
  - 501c3 seminar dealt with the responsibilities for tax deductible donations (Friends of the Rowlett Library, Inc. is a 501c3 group).
  - Donna Davis attended several seminars and shared information with the Board.
  - Kathy Cockcroft said they did break-outs at lunch for different topics with different facilitators.

#### 6. Public Announcements.

- None.

#### 7. Future Topics.

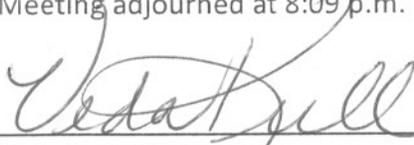
- Call to order
- Consider approving the minutes from the regular meeting on February 12, 2009
- Receive the State of Library report for February 2009
  - receive an update on the library’s budget
  - receive an update on Library Equipment Acquisition Fund (L.E.A.F.) fund
    - a) update on the “ongoing” 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
- Review Library Policy Manual
- Update on the Bond Committee by Donna Davis
- Public Announcements
- Future Topics
- Adjourn

11. Adjournment.

Motion made to adjourn by Pat Harris, seconded by Mary Baldwin.

Meeting adjourned at 8:09 p.m.

  
\_\_\_\_\_  
Veda Kull, Chairperson

  
\_\_\_\_\_  
Date