

OFFICIAL MINUTES OF THE ROWLETT PUBLIC LIBRARY ADVISORY BOARD

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

1. Meeting called to order at 7:02 p.m. and a quorum was present.
 - Members present: Veda Kull, Cynthia Lubben, Ginny Thomas, Donna Davis and Julie Plummer.
 - Members excused: Mary Baldwin and Pat Harris.
 - Members absent: N/A
 - Visitors: Blake Thomas
 - Staff present: Kathy Cockcroft.
2. Consider approving the minutes of the regular meeting of February 12, 2009.
 - Motion made by Donna Davis to accept the minutes as written. Motion was seconded by Cynthia Lubben, motion passed unanimously.
3. Receive State of Library report for February 2009.
 - Report presented to Board.

Receive an update on the library's budget.

- Budget meeting with management to be held, freeze on all city positions.
- Each department is reviewing what they can do without until October 2009, have until March 20th to decide.
- City Council going on retreat in April to discuss.
- State requires last 3 years operating expenditures averaged to get new maintenance of effort.
- New fiscal year should be equal to the average of last 3 years or we loose accreditation immediately; no room for us to cut services.
- Donna Davis asked if we receive any county funds and the answer is no.

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

- LEAF budget was presented.
 - Deposits from book donations, sales of ear buds, flash drives, and interest payment.
 - Expenditures include payment of Library Elf subscription at \$250.00 per year.
- a) Update for "ongoing" book sale
 - Book sales good this month.
- b) Update on tote bag donations
 - One bag sold in January.

Receive ongoing report on volunteer hours in Library.

- Highest month this fiscal year for volunteer hours.

Receive an ongoing report on programs.

- Attendance up, this month is the highest for the fiscal year.
- New monthly stats form, more accurate reporting; monthly report on separate sheet; new category added to report "holds placed".
- Technical Services staff putting low risk DVDs back on shelves in the main part of library and keeping "hotter" ones in technical services area.
- Resume workshops continue in March.

- Friends of the Rowlett Library, Inc. are now part of "Books for Babies" program.

Announce upcoming events.

- Die cut program on Saturday, April 25th at 2 p.m.
- AARP tax assistance continues each Saturday through April 11th (9:30 a.m. – 2:00 p.m.).
- Cake walk on Tuesday, March 17th, and has 100 cakes being donated by local businesses.
- Fine Free Week will be held April 13-18th to celebrate National Library Week. Library will accept food for fines to be donated to Rowlett Needy Children organization.
- Annual tea party will be held at the Community Centre on Saturday, May 9th and is free.

4. Update on the Bond Committee.

- Donna Davis reported that the survey is now closed.
- Received 373 responses; results in lot of comments for public safety.
- Each sub-committee will prioritize list
- General committee will prioritize and submit to Mayor and Council by the end of April.
- How many go to vote for bond issues? City staff will work on the cost for facilities.
- A requirement Council made a couple of years ago, energy efficient is required and that will raise the cost. *★ once Full Bond Committee determines priorities* *WK*
- Not meeting until Council decides what to put on agenda for voters to vote on for bonds, etc. *★*
- Bids ~~are~~ *maybe* *WK* lower than last 6 months because of the economy, ~~situation~~.

5. Review Library Policy Manual.

- Will review one section at a time each meeting.
- Mission statement needs to be updated to match all other library related documents to be consistent.
- Board and staff should present their recommendations to Council.
- Involve staff on next meeting for mission statement ideas.
- Objectives, page 2 – Family Literacy Programs leave out parenthesis (ABE, ESL, GED).
- On accreditation, Donna Davis asked if we should strive for enhancements, ~~look for more basic~~ *It may be a* *struggle to* *Maintain certain basic standards in some areas.* *WK*
- Will review Sections II and III at the next meeting.

6. Public Announcements.

- None.

7. Future Topics.

- Call to order
- Consider approving the minutes from the regular meeting held March 12, 2009
- Receive the State of Library report for March 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, sections II and III
- Update on the Bond Committee by Donna Davis

- Public Announcements
- Future Topics
- Adjourn

City Council

11. Adjournment.

Motion made to adjourn by Veda Kull, seconded by Donna Davis.

Meeting adjourned at 8:15 p.m.

Veda Kull
Veda Kull, Chairperson

April 9, 2009
Date