

OFFICIAL MINUTES OF THE ROWLETT PUBLIC LIBRARY ADVISORY BOARD

Date: Thursday, May 14, 2009
Location: Library Conference Room, 3900 Main Street

1. Meeting called to order at 7:00 p.m. and a quorum was present.
 - Members present: Veda Kull, Ginny Thomas, Donna Davis, Pat Harris, Cynthia Lubben and Julie Plummer.
 - Members excused: Mary Baldwin.
 - Members absent: N/A
 - Staff present: Kathy Cockcroft.
2. Consider approving the minutes of the regular meeting of April 9, 2009.
 - Motion made by Pat Harris to accept the minutes as written. Motion was seconded by Donna Davis. Motion passed unanimously.
3. Receive State of Library report for April 2009.
 - Director of Library Services, Kathy Cockcroft, distributed report to each member; report is attached to the minutes.

Receive an update on the library's budget.

- Library's budget proposal was due May 4th. Included in the supplemental budget: 1) a self-checkout machine; 2) reclassification of the Systems Librarian position to Assistant Director of Library Services; 3) reclassification of Sean Perkins' full time position into 2-25 hour part-time positions; and 4) \$10,000 revitalization for library, if new library isn't selected for the bond.
- Kathy will meet Budget Team on May 20th at 4 p.m.

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.
 - a) Update for "ongoing" book sale
 - Book sales of \$389.95 for the month.
 - b) Update on tote bag donations
 - Three bags sold in March.

Receive ongoing report on volunteer hours in Library.

- Volunteer hours down this month to 193.5 hours.

Receive an ongoing report on programs.

- Library received 818 canned food items for the Rowlett Needy Children from April's "Food for Fines" week.
- Patrons returned 59 lost books and 1 lost movie; 2 books were paid for and library forgave \$2,023.46 in fines.
- Library presented 17 story times in April with 777 people attending.
- Third annual Tea Party held May 9th with 70 people attending and everything was wonderful.

Announce upcoming events.

- Wonderful World of Storytelling, Saturday, May 16th.
- Main Street will be closed Saturday, May 23 for Touch-a-Truck.
- Barnes and Noble fundraiser Saturday, May 30th.
- Summer Reading Program, "Deep in the Heart of Texas" begins June 2nd.
- To promote the WetZone's, "Around the World in 09", library is displaying materials on the regions the WetZone is "visiting".

4. Review Library Policy manual starting with Interests/Concerns.

- Discussed mission statement for the library, got several samples of past mission statements from staff. It was noted that vision statement should be short enough to fit on a T-shirt. Suggestions mentioned: "Our Community's Front Porch"; "For Learning, Leisure and Life".
- City Manager would like to discuss a vision for the library. Kathy met with Ms. Humble who would like a vision, set goals, definition for the next 5-10 years.
- Have Kathy send us a list of departments of the library so we can reply with an idea for each section (rough draft and thoughts).
- Board to send Kathy (in the next week or two) our suggestions about what we see for the library in the future.
- Will review Library Policy Manual Interests and Concerns section when vision and mission statements and goals are complete.

5. Update on the Bond Committee

- Met Saturday, May 9th and prioritized list of needs from all sub-committees. The City Council will decide on any bonds, if so, how much and when bond election will be held -- November 2009 or May 2010.
- Work session is open to the public.

6. Discuss library mission statement.

- It was discussed while reviewing Library policy.

7. Discuss meeting with other boards in regard to libraries and council activities.

- Will look-up which libraries have advisory boards (perhaps Wylie, Garland, Rockwall and Sachse).
- Have Kathy email library directors to find out if they would like to have a general question session or something similar.
- We could set-up a formal meeting or visit another library individually on our own. Kathy said we could support this in the fall and host a meeting with a speaker. This would provide an opportunity for sharing our ideas.
- Board told City Council we would meet with other boards – get info for fundraising; see future of libraries – how they interact with their City Council.
- At the June meeting we will focus on the vision of the library in the 21st century.

8. Discuss opportunities to promote the library and activities at council meetings.

- September - National Library Card Week, we could ask the Council for a proclamation.
- Library card applications to the schools.

9. Report on the Northeast Texas Library System (NETLS) annual meeting.
- Kathy and Donna attended the meeting on May 4th. Presentation by Maria Redburn from the Bedford Public Library on "A Good Offense is the Best Defense". Election to the Board, one Rockwall person is on the Board as an alternate.
10. Public Announcements.
- What makes Rowlett an All America City? Check out a quilt square project, one square will be selected and taken to Florida to be submitted to the program.
11. Future Topics.
- Call to order
 - Consider approving the minutes from the regular meeting held May 14, 2009
 - Receive the State of Library report for May 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
 - Discuss 21st century library vision.
 - Report of meeting with other boards in regard to libraries and councils activities.
 - Public Announcements
 - Future Topics
 - Adjourn
12. Adjournment.
Motion made to adjourn by Pat Harris, seconded by Donna Davis.
Meeting adjourned at 8:26 p.m.



Veda Kull, Chairperson



Date