

OFFICIAL MINUTES OF THE ROWLETT PUBLIC LIBRARY ADVISORY BOARD

Date: Thursday, October 8, 2009
Location: Library Conference Room, 3900 Main Street

1. Administer the Oath of Office and the Statement of Elected/Appointed Officer to the newly appointed members.
 - Deputy City Secretary Stacey Chadwick administered the Oath of Office and the Statement of Elected/Appointed Officer to Ginny Thomas and Penny Graham.
2. Meeting called to order at 7:04 p.m. and a quorum was present.
 - Members present: Veda Kull, Donna Davis, Pat Harris, Ginny Thomas, and Penny Graham.
 - Members excused: Mary Baldwin and Julie Plummer.
 - Staff absent: Director of Library Services Kathy Cockcroft.
3. Elect Library Advisory Board officers for 2009-2010.
 - Ginny Thomas nominated Pat Harris to serve as Chairperson; Veda Kull seconded; motion passed unanimously.
 - Ginny Thomas nominated Donna Davis to serve as Vice-Chairperson; Veda Kull seconded; motion passed unanimously.
 - Donna Davis nominated Ginny Thomas to serve as Secretary; Veda Kull seconded; motion passed unanimously.
4. Consider approving the minutes of the regular meeting on September 10, 2009.
 - Motion made by Donna Davis to accept the minutes as written, seconded by Veda Kull; motion passed unanimously.
5. Receive State of Library report for September 2009.
 - End-of-month report given to Board.

Receive an update on the library's budget.

- No report given due to Director's absence.

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

- LEAF budget was presented – money earned from book donation, ear bud and flash drive sales.
 - a) Update for "ongoing" book sale
 - Sold \$219.49 during the month.
 - b) Update on tote bag donations
 - 2 bag sold (\$10) during the month.

Receive ongoing report on volunteer hours in Library.

- Volunteer hours up to 200 for the month compared to 155 hours in August.

Receive an ongoing report on programs.

- No report given due to Director's absence.

Announce upcoming events.

- No report given due to Director's absence.

6. Discuss Mandatory Open Meeting Act training.

- The AG link is below: http://www.oag.state.tx.us/opinopen/og_training.shtml
- Ask Brenda to forward link to Ginny Thomas, Penny Graham, Julie Plummer and Mary Baldwin.
- To be completed by Friday, October 30, 2009.

7. Discuss GED student testing.

- No discussion held, will include on November agenda.

8. Discuss Senior Survey.

- Questions for Senior Survey were discussed including what services are utilized the most, request for volunteers leading programs and future book discussions.

9. Discuss proposed revisions of the Library's Policy Manual.

- Veda Kull and Donna Davis met with Kathy Cockcroft to discuss. "Table of Contents" will be revised. Everyone agreed to take out operational stuff in the manual; keeps us from being in violation; reviewed changes suggested by Donna and Veda.

10. Discuss 21st Century library vision.

- No discussion held, will include on November agenda.

11. Discuss meeting with Rockwall Library Board in regard to libraries and council activities.

- Joint meeting held on September 24, 2009 with Veda Kull, Pat Harris, Ginny Thomas and Kathy Cockcroft attending.
- Good meeting and enjoyed meeting the Rockwall Board members; Rockwall is a county library; very happy with new library building.
- Veda liked their tree (donation) with different leaves for different donation levels and rocks available for donation. Maybe publicize with the Friends of the Rowlett Library; under consideration when we try for a new library facility; Pat to present to Friends.
- Noticed that they talked about always having a presence on behalf of the library in the City Council meetings.
- Approach other cities next year; early January.

12. Discuss presentation for the joint City Council work session scheduled for December 15, 2009.

- Meeting changed from December 1st to December 15th.

13. Public Announcements.

- First United Methodist Church Fall Festival on Saturday, October 24th; library will have a booth.
- Senior Computer Class scheduled in November; class is already full.

9. Future Topics.

- Call to order
- Consider approving the minutes from the regular meeting held October 8, 2009
- Receive the State of Library report for October 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 presentation for the joint City Council work session scheduled for December 15, 2009.
- Discuss GED student testing.
- Discuss Senior Survey.
- Discuss proposed revisions of the Library's Policy Manual.
- Discuss 21st century library vision
- Public Announcements
- Future Topics
- Adjourn

10. Adjournment.

Motion made to adjourn by Veda Kull, seconded by Ginny Thomas.

Meeting adjourned at 8:07 p.m.



Pat Harris, Chairperson

11/3/2009
Date