



OFFICIAL MINUTES OF THE ROWLETT PUBLIC LIBRARY ADVISORY BOARD

Date: Thursday, September 12, 2013
Location: Library Conference Room, 3900 Main Street

1. Meeting called to order at 7:05 p.m. and determined a quorum was present.
 - *Members present: Pat Harris, Bill Schwab, John Pritchard, Tana Daniels and Deborah Smith*
 - *Members absent: Ginny Thomas*
 - *Staff present: Kathy Freiheit, Director of Library Services*
2. Consider approving the minutes from August 8, 2013 meeting.
 - *Motion made by Bill Schwab to accept the August 8, 2013 meeting minutes as written; motion seconded by John Pritchard; motion passed unanimously.*
3. Acknowledge communications and announcements.
 - *No announcements.*
4. Receive Staff reports.
 - *Ongoing report on programs*
 - September is Library Card Sign-up Month; Kathy will send link to promotional video*
 - Prize baskets awarded at end of month*
 - Welcome packets for new card members by Circulation Supervisor Laura Tschoerner*
 - In August, prize drawing of a Barnes and Noble gift card was done for customers who confirmed/updated their email address*
 - Question asked about email "blast" capability; Kathy indicated it's something we hope to offer offer as a future opt-in service for customers*
 - New schedule this fall for lapsit, toddler and preschool storytimes*
 - *Announce upcoming events*
 - Discussed upcoming and new programs, including writers' group*
 - GED tutoring still offered, although we are losing some tutors*
5. Discuss and take possible action on proposed fine and fee changes.
 - *Survey was done among neighboring and similarly-sized libraries comparing fines and fees*
 - *Kathy gave rationale for proposed fine/fee changes*
 - *Staff recommendations included:*
 - Change maximum fine for late return of an item to \$10, rather than its replacement cost*
 - Change processing fee for lost or damaged (beyond use) items to \$5, rather than \$15*
 - *Bill Schwab made a motion and Tana Daniels seconded to approved fine/fee changes*
 - *Kathy will take this recommendation to Council for inclusion and possible approval with Master Fee Schedule changes at the meeting on September 17*

6. Public announcements: Members of the Commission and or staff may make announcements of local civic events. No member of the board or commission may discuss or take any action with regard to the announcements.
- *Staff are working on ILS functional requirements; more information to come; ideal time for installation would near the start of the new calendar year*
 - *Consideration include discussions with other system users, to benefit from their experiences*
 - *Council is reviewing applications and will be making new Board/Commission appointments; new members will attend October meeting*
 - *Kathy Freiheit will not be at the October meeting; Tonya Hartline, Public Service Manager, will be present; swearing in and introduction of new Board members and election of officers will be on the October agenda; Kathy will do a "Board Orientation: Part 2" presentation at the November meeting*

7. Future Topics for next meeting.

- *Call to order*
- *Administer the Oath of Office and the Statement of Elected/Appointed Officer to the newly appointed members*
- *Introduce members and elect officers for FY2013-2014*
- *Consider approving the minutes from the previous meeting*
- *Acknowledge communications and announcements*
- *Receive Staff reports*
 - Ongoing report on programs*
 - Announce upcoming events*
- *Public announcements*
- *Future agenda items*
- *Adjourn*

8. Adjournment.

- *Motion made to adjourn by John Pritchard and seconded by Tana Daniels; motion passed unanimously. Meeting adjourned at 7:45 p.m.*

Pat Harris
Chairperson

10/10/13
Date