

Mayor ~ Todd Gottel
Mayor Pro Tem ~ Chris Kilgore
Deputy Mayor Pro
Tem ~ Michael Gallops

City Council ~
Doug Phillips
Tammy Dana-Bashian
Carl Pankratz
Debby Bobbitt

City Manager ~ Brian Funderburk



*A unique community where families
enjoy life and feel at home*

OFFICIAL MINUTES OF THE ROWLETT PUBLIC LIBRARY ADVISORY BOARD

Date: Thursday, November 21, 2013
Location: Library Conference Room, 3900 Main Street

1. Meeting called to order at 7:02 p.m. and determined a quorum was present.
 - *Members present: Pat Harris, Tana Daniels, Deborah Smith, Linda Maki, Sharon Moore, Jerry Hickman and Cassie Wilson*
 - *Members absent: Bill Schwab and John Pritchard*
 - *Council Liaison present: Chris Kilgore*
 - *Staff present: Kathy Freiheit, Director of Library Services*
2. Chair selects voting alternate(s), if necessary.
 - *N/A*
3. Consider approving the minutes from October 10, 2013 meeting.
 - *Motion made by Tana Daniels to accept the October 10, 2013 meeting minutes as written; motion seconded by Deborah Smith; motion passed unanimously.*
4. Board and Commission new member orientation (Part 2).
 - *Kathy Freiheit's PowerPoint presentation included background about herself and her role as staff liaison; Library Advisory Board members, terms, meeting and agenda information; Board responsibilities, and how Boards and Commissions interact with City staff.*
 - *Members are expected to regularly attend scheduled Library Board meetings and to attend Library events and visit other libraries.*
 - *Board does not meet in July and December; when unable to attend a meeting, please contact Library Administrative Assistant Brenda Kennedy or Kathy, which helps in making sure a quorum will be present.*
 - *Agendas are posted 72 hours prior to meeting; to ask for an item to be placed on an upcoming agenda, contact the Board chair who will forward the request to Kathy.*
 - *Kathy will send a link to the "Public Library Advisory Board Handbook" to Board members.*
 - *Kathy will keep members apprised on training events, budget, legislation affecting libraries, and current trends.*
5. Acknowledge communications and announcements.
 - *N/A*

6. Receive Staff reports.
- a) Year-end statistical report for FY2013
 - *Since FY2011, gate counts have steadily declined, but only by .6% in FY2013 an improvement over the past few years.*
 - *Number of items checked out this year was up 6.7%.*
 - *Number of item hold requests was up 20%; staff check and process requests daily to get materials in customers' hands quickly.*
 - *Staff are communicating aggressively on the variety of library programs offered; info also aired on RTN Channel 16.*
 - *Used Book Sale featured children's book in November; at a suggested donation \$.25 per book, they went quickly.*
 - b) Ongoing report on programs
 - *Enhanced storytime programs emphasize their value and incorporate ECRR (Every Child Ready to Read) elements vital to learning.*
 - *Library Hosted Arts and Humanities Commission's art and photography contests, as well as Artists 'Round Texas art show and competition.*
 - *Six GED graduates this year; staff also met with homeschooling parents to discuss their needs.*
 - c) Announce upcoming events
 - *Program calendars for November and Decembers provided to Board members.*

7. 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.
- *Kathy announced that Brian Funderburk has accepted the City Manager position.*

8. Future Topics for next meeting.
- *Call to order*
 - *Chair selects voting alternate(s), if necessary*
 - *Consider approving the minutes from the previous meeting*
 - *Acknowledge communications and announcements*
 - *Receive Staff reports*
 - First Quarter Statistical Report for FY2014*
 - Ongoing report on programs*
 - Announce upcoming events*
 - *ILS Update*
 - *Present FY2014 Library Work Plan*
 - *Meet the staff*
 - *Discuss and take possible action on Library staff appreciation in February*
 - *Public announcements*
 - *Future agenda items*
 - *Adjourn*

8. Adjournment.

- Motion made to adjourn by Deborah Smith and seconded by Cassie Wilson; motion passed unanimously. Meeting adjourned at 8:00 p.m.

Pat Harris
Chairperson

1/9/14
Date