

Mayor ~ Todd Gottel
Mayor Pro Tem ~ Michael Gallops
Deputy Mayor Pro
Tem ~ Tammy Dana-Bashian

City Council ~
Robbert van Bloemendaal
Carl Pankratz
Debby Bobbitt
Rick Sheffield

City Manager ~ Brian Funderburk



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OFFICIAL MINUTES OF THE ROWLETT PUBLIC LIBRARY ADVISORY BOARD

Thursday, March 10, 2016

Conference Room B, City Hall, 4000 Main Street

1. Meeting called to order by Chair Pat Harris at 6:33 p.m. and determined a quorum was present.
 - *Members present: Pat Harris, Bill Schwab, Tana Daniels, Cassie Wilson, Jerry Hickman, and Deborah Smith*
 - *Members absent: Dyral Hargrave and Linda Maki*
 - *City Council Liaison: Debby Bobbitt*
 - *Staff present: Kathy Freiheit, Director of Library Services*
2. Chair selects voting alternate(s), if necessary.
 - *N/A*
3. Consider approving the minutes from the regular meeting held February 11, 2016.
 - *Motion made by Bill S. to accept the February 11, 2016 meeting minutes as written. Motion seconded by Jerry H.; motion passed unanimously.*
4. Acknowledge communications and announcements.
 - *N/A*
5. Director's Report.
 - *Kathy F. shared March and April Library events lists and program calendars; gave recap of Spring Break activities held this week*
 - *Save the date: Tuesday, April 5th for Joint Work Session with City Council; also the same night a National Library Week proclamation will be read and the Texas Municipal Library Directors Association (TMLDA) "Achievement of Library Excellence" award will be presented; this is the 11th consecutive year the Library has received the TMLDA award*
 - *Discussed polo shirts with City logo and Board name under logo; there was a consensus to purchase shirts; Kathy F. will arrange for sample polos at the April meeting so members can order the desired size*
6. Update on Radio Frequency Identification (RFID) project.
 - *Request for Proposal (RFP) for RFID system is being advertised; bid submission deadline is March 18th*
7. Update on Library Visioning Task Force activities.
 - *Demo of former library will begin soon*
 - *Next Task Force meeting is scheduled for Wednesday, March 30th at 6:30 p.m. in the Annex Conference Room; a preliminary floor plan will be presented*



8. Discuss information for Joint Work session with Council:
- a) Review LAB description in City Boards and Commissions handbook
 - *Joint Work session is scheduled for Tuesday, April 5th*
 - *Board was asked to review the description so it meets the role of the LAB; sample descriptions provided by Bill S. and Jerry H.*
 - b) Discuss 2015 accomplishments and 2016 goals
 - *2015 accomplishments: moved Library, Happy Trails event, recommendations regarding statues (moving and storage), organized staff appreciation event and creation of Library Visioning Task Force*
 - *2016 goals: plan staff appreciation, update Strategic Plan (Information Services Administrator Philip Barott will assist in writing the technology plan); will present for Council approval before September 2016; comprehensive policy review is planned pending implementation of an RFID system*
 - *Suggestion made to highlight Board's interaction with Friends of the Rowlett Public Library; Pat H. and Jerry H. have worked hard to raise awareness and increase membership*
 - *Kathy F. will work with Pat on a PowerPoint presentation for the Joint meeting*
 - c) Discuss how Board members interact with Council
 - *Council has asked for a discussion with City Boards and Commissions on this topic*
9. 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 very much enjoyed staff appreciation gestures, including movie theater gift cards, baked goods and lunchtime pizzas*
10. 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*
 - *Director's report*
 - *Update on Radio Frequency Identification (RFID) project*
 - *Update on Library Visioning Task Force activities*
 - *Report on April 5, 2016 Joint Work Session with Council*
 - *Public announcements*
 - *Future agenda items*
 - *Adjourn*
10. Adjournment.
- *Motion made to adjourn by Deborah S. and seconded by Bill S.; passed unanimously. Meeting adjourned at 7:14 p.m.*

Pat Harris

Chairperson

4/14/16

Date