

OFFICIAL MINUTES OF THE ROWLETT PUBLIC LIBRARY ADVISORY BOARD

Date: Thursday, December 10, 2009
Location: Library Conference Room, 3900 Main Street

1. Meeting called to order at 7:02 p.m. and a quorum was present.
 - Members present: Veda Kull, Donna Davis, Pat Harris, Ginny Thomas, and Julie Plummer.
 - Members excused: Penny Graham and Mary Baldwin.
 - Staff present: Director of Library Services Kathy Cockcroft.
2. Consider approving the minutes of the regular meeting of November 3, 2009.
 - Motion made by Donna Davis to accept the minutes as written, seconded by Veda Kull; motion passed unanimously.
3. Receive State of Library report for October and November 2009.
 - October:
 - The annual pumpkin contest received great press and the artists were happy to see their work in the paper.
 - Halloween Spooktacular program had 184 people attending.
 - The library offered a three day email class for seniors this month. These computer classes are extremely successful thanks to the great work of volunteer Donna Davis. Bobbie Jo Kelly and several seniors assist in the program. The waiting lists are long and we will continue the classes through April 2010.
 - The library presented the first City Manager's Book Club with Lynda Humble as discussion leader in October. There were twelve people attending and some good discussion. Hopefully as people become more comfortable, there will be more participation.
 - The Arts & Humanities Commission displayed over 100 works of art from area school children and these works were enjoyed by all our visitors.
 - Kay Lincycomb, Children's Librarian, spent an evening at the Herfurth Elementary, telling stories and talking about the public library and its offerings.
 - The library is very happy to welcome Josalyn Cicio to the staff and has filled the System's Librarian position. She will supervise the Circulation and Technical Services Staff and manage the integrated library system. Josalyn will be in charge when the Director is out of the office
 - The City selected a new web vendor, CivicPlus, and library staff have been busy preparing for new web site which will go live in February.
 - Kathy Cockcroft is reviewing new options for the library's ILS, integrated library system, since the NETLS & West Texas Grant did not fit Rowlett's needs.
 - November
 - During the month of November, the library hosted a three day Internet class for seniors. Donna Davis is the instructor and these sessions are very popular. Classes will resume in January.
 - The second City Manager's Book Club was successful with about a dozen participants.
 - GED & ESL classes continued as well as weekly story times for babies, toddlers and preschoolers.
 - Family Saturdays offered the Denman Family singing.
 - The library also participated in the Main Street Holiday Event with a craft table and appearance of Dewey Duck.

- As the new fiscal year begins, librarians review past trends, circulation statistics and current trends to help determine the distribution of the materials budget. This year we are planning to purchase a downloadable collection to provide both a new format as well as a means to save space. Librarians will be reviewing the various vendors in the next few months.
- The anticipated date for the City's new web site is February 1, 2010. We are working on content submission as well as decisions on photos. Staff training to enter our own content will be held in January.
- The statue of Mark Twain was vandalized with marker on the Saturday of the Main Street Holiday Parade. The Friends of the Library have cleaned off the markings and the Director will purchase a surveillance camera since this is the second incident.
- During October and November 2008, the library was the location for early voting in the Presidential election and greeted 24,000 more visitors than normal. Consequently, we were not surprised to see the statistics for October and November 2009 show a decline. People visiting the library, items checked out and card registration are all down compared to the same two months last year. However, the numbers are strong in comparison to an average October and November. Program attendance, holds placed and PC usage are all higher than the previous year.

Receive an update on the library's budget.

- October and November reports were presented by Kathy Cockcroft.

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

- Update for "ongoing" book sale
 - October sales: \$221.01.
 - November sales: \$207.20.
- Update on tote bag donations
 - October sales: 3 bags (\$15.00).
 - November sales: 0 bags.

Receive ongoing report on volunteer hours in Library.

- Volunteer hours worked in October: 325.75 hours.
- Volunteer hours worked in November: 255.25 hours.

Receive an ongoing report on programs.

Announce upcoming events.

- Gingerbread House Saturday, December 12, 2009.
- Library Board to host afternoon refreshments for library staff on Tuesday, December 15, 2009.
- Texas Therapy Dogs Saturday, January 16, 2010.
- Talent Show Saturday, January 30, 2010.

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

- Council work session begins at 5:30 or 6:00 p.m.
- Pat will speak to Council for about 10 minutes; will present accomplishments from 2009 and 2010 objectives.
- Pat will report on presentation at the meeting next month.

5. Discuss Senior Survey.

- Kathy will check on status and report at the meeting next month.

6. Discuss proposed revisions of the Library's Policy Manual.
- Kathy spoke to the City Manager regarding the revision of the library's policy manual. City Manager directed that only major policies should be listed. All operations and procedures should be addressed in an operational manual. When an in-house procedure is changed, it should not be going to City Council for approval.
 - In applying for the Texas Municipal Library's Director's Association award, it was noted that one of the requirements of the award application is a five year review of the library's policy manual.
7. Discuss 21st Century library vision.
- Downloadable book program to expand.
 - Changing the website, online volunteer application and background check.
 - Work on updating website, etc.
8. Public Announcements.
- Veda Kull attended the NETLS meeting and vendor fair. Speaker from University of North Texas College of Information; State Controller spoke about how to do mass buying; Christian fiction writer Mary DeMuth talked about the changes in Christian writing, she would be willing to do a writing workshop for adults.
9. Future Topics.
- Call to order
 - Consider approving the minutes from the regular meeting held December 10, 2009
 - Receive the State of Library report for December 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
 - Update on the joint City Council work session on December 15, 2009
 - Discuss 2010 North Texas Conference for Library Supporters
 - 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 Donna Davis.
 Meeting adjourned at 7:50 p.m.

Pat Harris

Pat Harris, Chairperson

1/14/10

Date