

OFFICIAL MINUTES OF THE ROWLETT PUBLIC LIBRARY ADVISORY BOARD

Date: Thursday, November 3, 2009
Location: Library Conference Room, 3900 Main Street

1. Meeting called to order at 7:07 p.m. and a quorum was present.
 - Members present: Veda Kull, Donna Davis, Ginny Thomas, and Penny Graham.
 - Members excused: Mary Baldwin, Pat Harris and Julie Plummer.
 - Staff present: Director of Library Services Kathy Cockcroft and Systems Librarian Josalyn Cicio.
2. Consider approving the minutes of the regular meeting of October 8, 2009.
 - Motion made by Penny Graham to accept the minutes as written, seconded by Veda Kull; motion passed unanimously.
3. Receive State of Library report for October 2009.
 - September and October reports were presented due to Kathy's absence in October.

Receive an update on the library's budget.

 - October report will be furnished in December.
 - Report not available since Board meeting was held so early in November.

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

 - Update for "ongoing" book sale
 - October report will be furnished in December.
 - Update on tote bag donations
 - October report will be furnished in December.

Receive ongoing report on volunteer hours in Library.

 - October report will be furnished in December.

Receive an ongoing report on programs.

 - Denman tickets for concert are available.
 - Volunteers are need for Saturday, November 21st. Kathy wants us as board members to email her; set-up is at 9:30 a.m.
 - Veteran's Program, in City Council chambers if rain at 3 p.m.
 - DVD made Talent show - production being put together for January 30th program.

Announce upcoming events.
4. Discuss presentation for the joint City Council work session scheduled for December 15, 2009.
 - Presentation should be delivered to City by Friday, December 4th.
 - Suggestions: make it a Power Point presentation.
 - Brenda will be contacted to send out notice to all board members for input; one week will be due date and then subcommittee of two will prepare the presentation.
5. Discuss GED student testing.
 - If student is prepared to take GED test and has been in the Library program, but does not have money to take test, what should be done? Solicit possible scholarship fund from Friends of the Rowlett Library, Inc. to see if they are interested. Anonymous donors may be utilized.

6. Discuss Senior Survey.
- Kathy presented senior survey Heath Olinger emailed.
 - Senior Advisory will send out possibility of surveys to be included on the new web site.
7. Discuss proposed revisions of the Library's Policy Manual.
- Few changes needed yet, including Table of Contents and others according to City operations.
8. Discuss 21st Century library vision.
- Primarily interaction with community to learn needs and wishes on an ongoing basis is the approach.
 - Space and computer lab cause limits.
 - Building and services will continue to be important.
 - Looking for Spanish class to be available; lap top computers for children; parenting section in children's area; grandparent bags set-up for patrons to take home.
9. Public Announcements.
- Main Street Holiday Parade and Festival November 21st from 10 a.m. to 1 p.m.
 - Senior computer classes.
 - Closures for Thanksgiving (close at 5 p.m. Wednesday, November 25th, closed Thursday and Friday, November 26 and 27th).
 - Board meeting December 10th
 - NETLS meeting December 1st
10. Future Topics.
- Call to order
 - Consider approving the minutes from the regular meeting held November 3, 2009
 - Receive the State of Library report for October and November 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 Senior Survey
 - Discuss proposed revisions of the Library's Policy Manual.
 - Discuss 21st century library vision
 - Public Announcements
 - Future Topics
 - Adjourn
11. Adjournment.
Motion made to adjourn by Veda Kull, seconded by Penny Graham.
Meeting adjourned at 8:08 p.m.

Pat Harris
Pat Harris, Chairperson

12/10/09
Date