

OFFICIAL MINUTES OF THE ROWLETT PUBLIC LIBRARY ADVISORY BOARD

Date: Thursday, February 10, 2011
Location: Library Conference Room, 3900 Main Street

1. Meeting called to order at 7:04 p.m. and a quorum was present.
 - Members present: Veda Kull, Pat Harris, Ginny Thomas, and Leora Olorunnisomo.
 - Members absent: Julie Plummer and Bill Schwab.
 - Staff present: Brian Funderburk, Assistant City Manager / Interim Library Director, and Josalyn Cicio, Systems Librarian.

2. Consider approving the minutes of the regular meeting held January 13, 2011.
 - Motion made by Veda Kull to accept the minutes as amended (changes to #6 and #8), seconded by Leora Olorunnisomo; motion passed unanimously.

3. Acknowledge communications.
 - Nothing to report.

4. Receive State of Library reports.
 - Received an update on the library's budget.
 - FY 2011 books/audio-visual budget is \$141,330 and \$40,858 has been expended.
 - Received an update on the Library Equipment Acquisition Fund (L.E.A.F.).
 - Ending balance through January 2011 - \$13,652.32.
 - Book sale donations for January 2011 - \$252.00.
 - No sales of bags in January.
 - Received ongoing report of volunteer hours in Library.
 - Volunteer hours for January – 307 hours; Brian very impressed with number of hours volunteered.
 - Received an ongoing report on programs.
 - March calendar has been published; tax program was delayed because of the materials printed for tax changes were not ready.
 - Announcement of upcoming events.
 - Board received copies of the library calendar of events for February and March 2011.

5. Update from the Interim Library Director regarding the Library's Strategic Plan.
 - Brian has filed a grant with Northeast Texas Library System (NETLS); they can assist the library monetary with funds for consultants and he has asked NETLS to grant money for a consultant to be a facilitator for strategy program/plan and vision as a part of it. Brian has heard from the NETLS Coordinator and she is looking for a facilitator (we need to meet their requirements).
 - Vision process – what will a library look in 5 years; libraries will be changing drastically in the next 20 years.
 - Nooks, Kindles, iPads – start with 3 each. Technology is part of our changing needs. We don't have 2010 Word or Windows 7; we could get compatibility packs for free but we would need a server upgrade for the PC Lab and the OPAC computers.
 - Vision team to be appointed by the Library Board in March 2011 and begin planning by April 2011. Discussed team consisting of entire Library Board, Josalyn, Brian and also to include an IT

representative. Consensus was that the entire board is in agreement; Brian would like to go ahead with this.

- Discussed update and upgrade of all computers in the library; we are so behind in our systems we would not be able to use the Horizon Systems – we need hardware compatible.

6. Update on the status of the revised Library Policy Manual.

- Inclement weather caused delays in City Council meeting; item moved to the February 15th agenda.
- Policy manual is on the agenda, Brian does not think that there will be a problem keeping on the agenda, would like Board to be represented (Veda, Pat and Leora will try to attend).

7. Discuss appointment of a Northeast Texas Library System (NETLS) library representative.

- Previous representative was Donna Davis and we need a new representative from the Board.
- Veda Kull will serve as the representative with Pat Harris serving as the alternate representative.
- Representative is required to meet with NETLS twice a year; Brian will make recommendation February 11, 2011.

8. Discuss Northeast Texas Library System (NETLS) Bylaw revisions approved by the NETLS Advisory Council on January 12, 2011.

- Brian has read over and saw nothing that gave him reservations, but some things came to his attention.
- When they meet, whoever shows up there is a quorum, even if it is only three people.
- They have standing committees and they are involved in the Loan Star Grant which may not be available next year (it is slotted to be cut out of the state budget).
- Make formal vote to approve the bylaws (our representative would make that motion).
- Leora made a motion to accept the NETLS bylaws and Veda seconded the motion; motion passed unanimously.

9. Update from Board member Leora Olorunnisomo on African-American History month.

- Leora found two authors - Patricia Watson and Linda Jones; at this date we cannot justify spending money on this and we passed the opportunity to make a difference for February. We can perhaps use have an author for Diversity Day on March 26th.

10. Discuss enhancement of public's awareness of the library and plans for Diversity Day.

- Author Patricia Watson would probably negotiate with us, but we need to decide if we should pay a fee; we can use the LEAF fund if she speaks only, but if she sells her book we could not use the LEAF fund to pay her fee. Leora will check with Ms. Watson to see if she's available (meeting room capacity is 53 sitting and 74 standing).
- If Ms. Watson agrees, Brian will have the marketing campaign to promote the library and change the Diversity Day program to include her to speak and present her program and will also provide a quieter space for the program.
- Veda located quite a bit of information about mystery dinner theater from a library system in California. Veda's requested a brochure about the mystery dinner program.
- Veda checked with the Rowlett High School Drama Club and they would definitely be interested to help in the fall.
- The entire library would be used for the event and the library would need to close.

- Go ahead and try to plan: mystery dinner / theater in mid-October; talk to Drama Club at Rowlett High School; check with Community of Rowlett Performers; Veda will send an email to find out more information of "Murder at the Library".

11. Finalize plans for staff appreciation.

- Lunch will be provided on Monday, February 21; Firehouse Subs will deliver between 11 – 11:30 a.m. and order will include sandwiches, baked chips and iced tea (cost \$122.62); food will be set-up in break room and staff can eat in the Conference Room. Josalyn will email staff.

12. 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.

- Nothing to report.

13. Future Topics.

- Call to order
- Consider approving the minutes from the previous meeting
- Acknowledge communications and announcements
- Receive the State of Library report for previous month
 - 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 from Interim Library Director regarding the Library's Strategic Plan
- Report the City Council's decision to approve the revised Library Policy Manual
- Update from Board member Leora Olorunnisomo regarding author for Diversity Day
- Discuss enhancement of public's awareness of the library and plans for Diversity Day
- Public announcements
- Future topics
- Adjourn

9. Adjournment.

Motion made to adjourn by Leora Olorunnisomo and seconded by Ginny Thomas; motion passed unanimously. Meeting adjourned at 8:27 p.m.

Pat Harris
Pat Harris, Chairperson

3/10/11
Date