

OFFICIAL MINUTES OF THE ROWLETT PUBLIC LIBRARY ADVISORY BOARD

Date: Thursday, September 8, 2011
Location: Library Conference Room, 3900 Main Street

1. Meeting called to order at 7:00 p.m. and determined a quorum was present.
 - Members present: Veda Kull, Pat Harris, Julie Plummer, Ginny Thomas and Bill Schwab.
 - Members absent: Leora Olorunnisomo.
 - Staff present: Brian Funderburk, Assistant City Manager and Kathy Freiheit, Director of Library Services.

2. Consider approving the minutes of the regular meeting held August 18, 2011.
 - Motion made by Bill Schwab to accept the minutes as written, seconded by Veda Kull; motion passed unanimously.

3. Acknowledge communications.
 - Nothing to report.

4. Receive State of Library reports.
 - Brian Funderburk updated Board on FY 2012 budget. We should not go over on; this is the first time Council has not made changes to the proposed budget in several years. On September 20th, Council will decide whether or not to adopt the budget.
 - Received an update on the Library Equipment Acquisition Fund (L.E.A.F.).
 - Donations for memorials, \$2,776.77; Friends donations, \$3,771.59.
 - a) Update on the "ongoing" book sale - \$566.46 for August.
 - b) Update on the tote bag donations - \$715, sold 143 bags.
 - Received ongoing report of volunteer hours in Library.
 - Just under 4,000 hours volunteered to date.
 - Library volunteer Brenda Gardner offered to coordinate incoming library volunteers.
 - Could use more volunteers from Rowlett High School.
 - Received an ongoing report on programs.
 - GED will resume; five time slots for ESL classes, both beginner and advanced.
 - Senior Computer Class begins next week.
 - Rowlett Community Centre's after school program, "While You Wait," offered at Herfurth Park on Tuesdays, Wednesdays and Thursdays.
 - On afterschool Mondays, Library offer treats and games in the library.
 - Staff meets regularly with Parks & Recreation staff to coordinate programs for teens and 'tweens.
 - Future library programs may include gaming competitions like Wii, etc.
 - Announce upcoming events.
 - "Movies on Main" hosted next three Fridays this month on the library lawn.
 - September is Library Card sign-up month; an article was in the City newsletter, also a slide on Channel 16.
 - Mayor did mention several items on his Channel 16 update regarding library's upcoming programs.
 - City Manager's Book Club on Thursday, September 15th and title is "*In the Garden of Beasts*" by Erik Larson.

-- October 8th pumpkin painting contest for kids; October 22nd Spooktacular, and on October 31st the library is providing Halloween treats, encouraging kids to come dressed in costumes.

5. Update status on the Library's Strategic Plan.

- Pat Harris presented at City Council Work Session on September 6th; PowerPoint presentation was given page by page; not too many questions asked by Council.
- Digital media was mentioned; efforts to educate users will be part of upcoming programs.
- Strategic Plan should be approved at Council meeting on September 20th, Library Advisory Board members are encouraged to attend, suggestion made that reminder be sent to Board members the Friday before.
- Kathy and staff will work on administrative piece of the Strategic Plan in the coming months.
- Council member Karl Pancratz applauded and acknowledged Library Advisory Board for the new vision and mission statement.

6. Discuss enhancement of public's awareness of the library.

- Veda Kull met with Kathy Freiheit and Brenda Kennedy on Mystery Theater.
- Veda to contact Half Price Books for donations to be used as prizes.
- Veda asked if anyone has connections with Party City in the interest of providing party favors for everyone who attends.
- Veda asked Board to check the script on page 4 (props needed) and page 8 (costumes) to see if anyone has things that could be donated for the event.
- Brian Funderburk talked to Chamber of Commerce; their email database can be used to advertise the Mystery Theater; we need to provide flyer with all of the facts for the email blast and they will send out for the library.
- Sachse High School theater department is willing to do the program, but teacher is unavailable right now. Six to 8 actors are needed for the script. Julie Plummer will check back for a commitment, which will need to be made at a time that's workable for their group.
- Veda Kull made a motion to postpone entire event from October to a date to be determined. Julie Plummer seconded the motion, motion passed unanimously.

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.

- September 20th City Council will be making appointments to Boards and Commissions.

8. Future Topics.

- Call to order
- Consider approving the minutes from the previous meeting
- Election of Library Board officers
- 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 status on the Library's Strategic Plan

- Public announcements
- Future topics
- Adjourn

9. Adjournment.

Motion made to adjourn by Veda Kull and seconded by Bill Schwab; motion passed unanimously.
Meeting adjourned at 7:43 p.m.

Pat Harris
Pat Harris, Chairperson

10/13/11
Date