

## OFFICIAL MINUTES OF THE ROWLETT PUBLIC LIBRARY ADVISORY BOARD

Date: Thursday, November 10, 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: Pat Harris, Julie Plummer, Ginny Thomas, Deborah Smith, Tana Daniels and John Pritchard.
  - Members absent: Veda Kull and Bill Schwab.
  - Staff present: Kathy Freiheit, Director of Library Services.
2. Consider approving the minutes of the regular meeting held October 13, 2011.
  - Motion made by Ginny Thomas to accept the minutes as written, seconded by Deborah Smith; motion passed unanimously.
3. Board and Commission new member orientation (part 2) – Kathy Freiheit.
  - Kathy Freiheit made Power Point presentation.
  - Members discussed reasons for serving on board and goals.
4. Acknowledge communications.
  - Rowlett Public Library accredited by Texas State Library & Archives Commission, lends eligibility for TexShare program and Federal E-rate discounts.
  - Mary Lynn Saxton is the new Youth Services Librarian and comes from Allen Public Library where she developed teen and tween programs.
5. Receive State of Library reports.
  - Receive an update on the Library Equipment Acquisition Fund (L.E.A.F.)  
Balance \$7,642.65
    - a) Update on the “ongoing” book sale - \$352.16 for October.
    - b) Update on the tote bag donations - \$0, none sold in October. Kathy will find out how many bags are left.
  - Received ongoing report of volunteer hours in Library, hours worked down slightly – lost staff Volunteer Coordinator in July.
  - Received an ongoing report on programs.
    - Veteran’s Day program on November 11, 2011 at Veteran’s Park.
    - New plants have been added to Circle planter.
  - Announce upcoming events.
    - Reindeer Event on Saturday, November 12<sup>th</sup> (have your photo made with a reindeer). Holiday Holiday Parade on Saturday, November 19<sup>th</sup> will be followed by TurkeyFest in the Library (crafts for children to make).
6. Discuss enhancement of public’s awareness of the library.
  - February is a good month for school to participate in Mystery Theater.
  - Veda will continue to work with staff to develop timeline, budget and needs for the event.
  - Discussed having Mystery Theater on either the first or fourth Saturday in February; Board members agreed on the fourth Saturday (February 25<sup>th</sup>).
  - Julie will coordinate with drama teacher at Sachse High School.

- Kathy will forward emails to Pat.
- Monthly videotape promotions will be done on RTN Channel 16 for library.

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.

- Volunteer Appreciation Banquet on December 1<sup>st</sup> at 6:30 p.m.
- Board discussed staff appreciation ideas, may wait until January or February (Valentine's Day). Kathy will check with staff to see about preferences.

8. 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 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 staff appreciation ideas
- Discuss enhancement of public's awareness of the library
- Public announcements
- Future agenda items
- Adjourn

9. Adjournment.

Motion made to adjourn by Ginny Thomas and seconded by Tana Daniels; motion passed unanimously. Meeting adjourned at 8:08 p.m.

Pat Harris  
Pat Harris, Chairperson

01/12/12  
Date