

OFFICIAL MINUTES OF THE ROWLETT PUBLIC LIBRARY ADVISORY BOARD

Date: Thursday, February 9, 2012
Location: Library Conference Room, 3900 Main Street

1. Meeting called to order at 7:01 p.m. and determined a quorum was present.
 - Members present: Pat Harris, Veda Kull, Julie Plummer, Ginny Thomas, Deborah Smith, Tana Daniels and John Pritchard.
 - Members absent: Bill Schwab.
 - Staff present: Kathy Freiheit, Director of Library Services.
2. Consider approving the minutes from February 9, 2012 meeting.
 - Motion made by Veda Kull to accept the minutes as written, seconded by Deborah Smith; motion passed unanimously.
3. Acknowledge communications.
 - N/A.
4. Receive State of Library reports for November and December 2011.
 - Board requested the number of Overdrive downloads be added to the monthly report. Downloads for January 2011 (Y-T-D) 117 compared to January 2012 with 414 (Y-T-D).
 - Receive an update on the Library Equipment Acquisition Fund (L.E.A.F.) LEAF account unencumbered balance \$5,220.86.
 - a) Update on the "ongoing" book sale - \$190.82; discrepancy with January report.
 - b) Update on the tote bag donations - \$35.00 in January.
 - Received ongoing report of volunteer hours in Library - 274 hours in January.
 - Received an ongoing report on programs.
 - Library organizational realignment will include a Circulation Services Supervisor, Technical Services Supervisor, and Public Services Manager.
 - Staff has rearranged some areas in library; study carrels are gone; floor area opened up will also help with after school students.
 - Will resume publishing "Checkouts," but on a quarterly basis.
 - Fine Feathered Friends program (January 14, 2012) presented by Barbara Taylor had 65 people attending.
 - Book movie trailer contest, winner will receive \$100 award; a digital photo frame will be purchased to show it and teen program promotions.
 - Receiving positive feedback on locking DVD cases.
 - Therapy Dogs program was presented on Saturday, January 28, 2012.
 - Born Mad program on February 2, 2012 with author Robin Wheeler was well received.
 - North Texas Glass repaired thresholds to keep water from leaking in Meeting Room and entry foyer.
 - Library has new online resources: Chilton manuals; Texas Legal Forms; Testing and Education Reference Center and World Book Encyclopedia.
 - Announce upcoming events.
 - City Manager Book Club selection for next three months is *Team of Rivals: The Political Genius of Abraham Lincoln*, by Doris Kearns Goodwin.
 - Valentine Carnival on Saturday, February 11, 2012.
 - Bilingual story times will resume this month.

-- Senior computer classes scheduled for Tuesday, February 14 through Thursday, February 16; class is on basic computer skills.

5. Discuss staff appreciation ideas.

- Staff appreciation will be Tuesday, February 21st from 2-3 p.m.
- Ginny Thomas will check on Starbucks gift cards.
- Deborah Smith and Tana Daniels will bake brownies and will drop off at library by noon.
- Pat Harris will provide fruit.

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

- Veda Kull and Pat Harris have rewritten script; Board reviewed and approved changes.
- Monica Phillips volunteered to serve as Stage Manager.
- Veda Kull will talk with Brian Funderburk about invitations, public notice, time, etc. Will invite Chamber members and a guest.
- Still need actors.
- Tentative dates for play are April 14th or 21st.
- Please remember to email Brenda your extra volunteer hours.

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.

- N/A.

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
- Report on staff appreciation party
- Discuss possible ideas for Boy Scout Eagle projects
- 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 8:10 p.m.

Pat Harris
Pat Harris, Chairperson

3/8/12
Date