

# OFFICIAL MINUTES OF THE ROWLETT PUBLIC LIBRARY ADVISORY BOARD

Date: Thursday, November 13, 2008  
Location: Library Conference Room, 3900 Main Street

1. Call to order and determination of Quorum.

- Members present: Veda Kull, Ginny Thomas, Cynthia Lubben, Mary Baldwin, Pat Harris and Donna Davis.
- Staff present: Kathy Cockcroft.

2. Consider approving the corrected minutes of the regular meeting of September 11, 2008.

- Motion made by Pat Harris to accept the corrected minutes. Motion was seconded by Donna Davis. Motion approved unanimously.

Consider approving the minutes from the regular meeting on October 9, 2008.

- Motion made by Donna Davis to accept the minutes as written. Motion was seconded by Ginny Thomas. Motion approved unanimously.

3. Receive State of Library report for October 2008.

- Kathy Cockcroft stated she has previously served on library boards and served a 6 year term as a Trustee.
- Biggest event in October was the early voting (17,000 people came into the library for early voting).

Receive an update on the library's budget.

- Nothing to report.

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

- Performer for December childrens' program has been confirmed.
  - a) Update for "ongoing" book sale  
Book sales have been shelved until next week; suggested donations are \$1.00 for hardback books and \$.50 for paperback books. New signs will be posted with suggested donation prices.
  - b) Update on total bag donations  
Received donations for 4 tote bags (\$31.00).

Receive ongoing report on volunteer hours in Library.

- Librarian, Angie Pittman, accepted a position with the Arlington Public Library and will be missed, she was the contact person for library volunteers. Discussed using a volunteer to coordinator and a staff member would be their mentor.

Update on upcoming events.

- Upcoming programs: Saturday, November 15, "Therapy dogs"; Saturday, December 13, "Gingerbread houses". The library will be closed the Friday and Saturday after Thanksgiving.

4. Review and finalize goals and objectives for the next 12-15 months to present at the City Council joint work session scheduled for December 16, 2008.

- Annual presentation presented at work session, 15-20 minutes, will inform of 2008 accomplishments and the objectives for 2009.

5. Update on the Bond Committee (Donna Davis).

- Committee still touring facilities with Board and Commission members; Parks and Recreation Board visited November 12<sup>th</sup>; the Senior Advisory Board tour next week.

6. Discuss materials to submit to the Facilities sub-committee of the Bond Committee.
- Reviewed document Donna prepared, changes will be made for upcoming presentation.
7. Discuss First United Methodist Church Annual Fall Festival booth and possible volunteers from the Board.
- Staff will man the table from 9 a.m. to 12 noon; 2 gift baskets donated for raffle.
8. Discuss the Main Street Holiday Parade on November 22, 2008 and possible volunteers from the Board.
- Kathy attended City Hall meeting; ordered a mascot costume "Dewey" duck for the library; will give out tamborines and will have crafts for children to make.
  - Tote bags will also be displayed.
  - Main Street will be closed from 7 a.m. to 2 p.m.; parade begins at 10 a.m. and has 45 participants; event begins at 9 a.m.
9. Public Announcements.
- None.
10. Future Topics.
- Call to order
  - Consider approving the minutes from the regular meeting on November 13, 2008
  - Receive the State of Library report for November and December 2008
    - 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
    - upcoming events
  - Update on the Bond Committee by Donna Davis
  - Public Announcements
  - Future Topics
  - Adjourn
11. Adjournment.  
Motion made to adjourn by Mary Baldwin, seconded by Pat Harris.  
Meeting adjourned at 8:56 p.m.

  
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Veda Kull, Chairperson

  
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Date