

OFFICIAL MINUTES OF THE ROWLETT PUBLIC LIBRARY ADVISORY BOARD

Date: Thursday, September 10, 2009
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, Donna Davis, Pat Harris, Cynthia Lubben and Julie Plummer.
 - Members excused: Mary Baldwin and Ginny Thomas.
 - Staff present: Kathy Cockcroft.

2. Consider approving the minutes of the regular meeting on August 13, 2009.
 - Motion made by Veda Kull to accept the minutes as written, seconded by Pat Harris. Motion passed unanimously.

3. Receive State of Library report for August 2009.
 - Budget – fiscal year ends September 30, 2009.
 - LEAF fund - received \$6,000 from Friends of the Library, with additional contributions balance is \$8,000.
 - Ongoing book sales slow and book bag sales are low.
 - Volunteer hours reduced.
 - Check out of items high.
 - Cathy McKeever hired as page to replace Susan Whitley; 4 candidates for the Systems Librarian/Librarian II position, interviews September 16th.
 - Baker and Taylor selected as second vendor for book purchases.
 - Three day senior computer classes taught by Donna Davis starts September 15th.
 - Family activities start September 19th
 - Web vendor will be selected by City next month.

Receive an update on the library's budget.

- Fiscal year ends September 30, 2009.

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

- LEAF budget was presented - received \$6,000 from Friends of the Library, with additional contributions balance is \$8,000.
 - a) Update for "ongoing" book sale
 - Sales have been slow.
 - b) Update on tote bag donations
 - 1 bag sold.

Receive ongoing report on volunteer hours in Library.

- Big reduction in volunteer hours from 484 to 155 due to end of summer reading program.

Receive an ongoing report on programs.

- Upcoming programs in September: Computer Classes for Seniors, this year we are having three day classes for each topic; GED Classes; ESL classes and the first of our family Saturday programs, My Weird Library based on the Dan Gutman's series *My Weird School*.

Announce upcoming events.

- The City's Arts & Humanities Commission is having its annual Photography Contest and the theme is Photomotion.
- Pumpkin painting contest begins October 1st.
- Joint City Council work session on December 1st.

4. Report of sub-committee reviewing Library's Policy Manual.

- Veda Kull and Donna Davis reviewed and will meet with Kathy Cockcroft about questions. Will have Board members review draft that Donna will note in blue and strike-outs; most of work was update.

5. Discuss 21st Century library vision.

- Work Plan based on retreat.
- Customer centered, improve morale, and improve efficiencies tied into library work plan that will include ESL and GED classes; fine tuning library goals.

6. Discuss meeting with Rockwall Library Board in regard to libraries and council activities.

- Difficult to get other libraries to commit, so on September 24th Rockwall and Rowlett Library Boards will meet at 7:00 p.m.

7. Reschedule November 12, 2009 Library Advisory Board meeting.

- City Boards and Commissions banquet scheduled for November 12th (same night Library Board meets), will tentatively reschedule to Tuesday, November 3rd or 17th.

8. Public Announcements.

- Book Club has first meeting October 15th; selection is *The Guernsey Literary and Potato Peel Pie Society* by Mary Ann Shaffer. Suggestions for selections are welcome.

9. Future Topics.

- Call to order
- Consider approving the minutes from the regular meeting held September 10, 2009
- Receive the State of Library report for September 2009
 - 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
- Discuss proposed revisions of the Library's Policy Manual.
- Discuss 21st century library vision
- Review the meeting with Rockwall Library Board in regard to libraries and councils activities
- Discuss presentation for the joint City Council work session scheduled for December 1, 2009. Council
- Public Announcements

- Future Topics
- Adjourn

10. Adjournment.

Motion made to adjourn by Pat Harris, seconded by Donna Davis.
Meeting adjourned at 7:48 p.m.

Pat Harris

Veda Kull, Chairperson

10/27/09

Date