

Mayor ~ Todd Gottel
Mayor Pro Tem ~ Chris Kilgore
Deputy Mayor Pro
Tem ~ Michael Gallops

City Council ~
Doug Phillips
Tammy Dana-Bashian
Carl Pankratz
Debby Bobbitt

City Manager ~ Brian Funderburk



*A unique community where families
enjoy life and feel at home*

OFFICIAL MINUTES OF THE ROWLETT PUBLIC LIBRARY ADVISORY BOARD

Date: Wednesday, April 9, 2014
Location: Library Conference Room, 3900 Main Street

1. Meeting called to order at 7:10 p.m. and determined a quorum was present.
 - *Members present: Pat Harris, Bill Schwab, Deborah Smith, Sharon Moore, Cassie Wilson and Linda Maki.*
 - *Members absent: John Pritchard, Jerry Hickman and Tana Daniels.*
 - *Staff present: Brian Funderburk, City Manager, Jim Grabenhorst, Director of Economic Development, Aaron Pierce, Economic Development Intern, Chris Coble, Development Consultant and Kathy Freiheit, Director of Library Services*
2. Chair selects voting alternate(s), if necessary.
 - *Sharon Moore selected in the absence of John Pritchard.*
3. Consider approving the minutes from March 13, 2014 meeting.
 - *Motion made by Bill Schwab to accept the March 13, 2014 meeting minutes as written; motion seconded by Deborah Smith; motion passed unanimously.*
4. Discussion on Downtown Development (Brian Funderburk and Jim Grabenhorst).
 - *City Manager Brian Funderburk and Director of Economic Development Jim Grabenhorst discussed conceptual ideas for Downtown Development.*
5. Acknowledge communications and announcements.
 - *N/A*
6. Receive Staff reports.
 - a) *Ongoing report on programs*
 - *Kathy updated Board on Library programs*
 - b) *Announce upcoming events*
 - *Publicity calendars and events listings for April and May distributed to Board members*
 - *Library needs volunteers for the Summer Reading Program*
 - *Summer Reading Program events and activities are all planned; Kick-off party June 9th on the Library Lawn, with End of program party at the Wet Zone*
7. Update on new Integrated Library System (ILS).
 - *Request for Proposals (RFPs) seeking bids for an Integrated Library System (ILS) were due March 21, 2014.*
 - *Four bids were received from vendors; Evaluation Team has begun reviewing bids*

- *If needed, top two vendor picks will present demos*
 - *Evaluation Team will contact vendors' references to determine their satisfaction with product, if they no longer use the product and why, etc.*
8. Discuss and take possible action for Staff Appreciation event.
- *Date for event is Thursday, April 17, from 2 – 3 p.m.; City Manager Brian Funderburk plans to attend*
 - *Staff member Anna Osborne is retiring; will combine with staff farewell party*
 - *Refreshments include: Bill, diabetic fare; Jerry, a cake; Deborah, baked goods; Pat, a fruit tray; Sharon, provide drinks; Kathy will pick up gift cards and paper goods*
 - *Plan to set-up in the Conference Room around 1:30 p.m.*
9. 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.
- *Keep Rowlett Beautiful is hosting electronic recycling and paper shredding from 9 am – 1 pm Saturday*
 - *Kathy reminded that "My Rowlett" campaign meetings are being offered six times in the month of April. City Manager Brian Funderburk's presentation discusses the economic climate, mitigating factors and how Rowlett compares to other cities. The presentation seeks citizens' opinions on how important they feel City services are; participants are given a chance to vote using clicker technology. Kathy will also email a link to the online version of the presentation.*
10. Future Topics for next meeting.
- *Call to order*
 - *Chair selects voting alternate(s), if necessary*
 - *Consider approving the minutes from the previous meeting*
 - *View presentation on the "Rowlett: My Community, My Money, My Choice" campaign*
 - *Acknowledge communications and announcements*
 - *Receive Staff reports*
 - Ongoing report on programs*
 - Announce upcoming events*
 - *Update on new Integrated Library System (ILS)*
 - *Report on Staff Appreciation event*
 - *Public announcements*
 - *Future agenda items*
 - *Adjourn*
11. Adjournment.
- *Motion made to adjourn by Bill Schwab and seconded by Deborah Smith; motion passed unanimously. Meeting adjourned at 8:18 p.m.*

Pat Harris
Chairperson

5/8/14
Date