

Mayor ~ Todd Gottle
Mayor Pro Tem ~ Michael Gallops
Deputy Mayor Pro
Tem ~ Carl Pankratz

City Council ~
Rick Sheffield
Tammy Dana-Bashian
Debby Bobbitt
Robbert van Bloemendaal

City Manager ~ Brian Funderburk



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

OFFICIAL MINUTES OF THE ROWLETT PUBLIC LIBRARY ADVISORY BOARD

Thursday, October 16, 2014

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, Tana Daniels, Jerry Hickman, Bill Schwab, Cassie Wilson and Deborah Smith (arrived late)*
 - *Members absent: Linda Maki*
 - *Staff present: Kathy Freiheit, Director of Library Services and Laura Tschoerner, Circulation Services Supervisor*

2. Around the table introductions by members.
 - *N/A; no new members appointed for FY2014-2015*

NOTE: Agenda item #10 followed item #2

3. Election of Chair and Vice Chair for FY2014-2015.
 - *Officers nominated and chosen by acclimation.*
 - *Library Advisory Board Officers for FY2014-2015:*
 - *Chair - Pat Harris*
 - *Vice Chair - Bill Schwab*
 - *Secretary - Deborah Smith*
4. Chair selects voting alternate(s), if necessary.
 - *N/A*
5. Consider approving the minutes from the regular meeting held September 11, 2014.
 - *Motion made by Bill Schwab to accept the September 11, 2014 meeting minutes as written; motion seconded by Tana Daniels; motion passed unanimously.*
6. Library Advisory Board orientation presentation.
 - *Kathy Freiheit's PowerPoint presentation included background about herself and her role as staff liaison; Library Advisory Board members' terms, meeting and agenda information; Board responsibilities, and how Boards and Commissions interact with City staff.*
 - *Members are expected to regularly attend scheduled Library Board meetings, and to attend Library events and visit other libraries.*
 - *Board does not meet in July and December; when unable to attend a meeting, please contact Library Administrative Assistant Brenda Kennedy or Kathy, which helps to ensure a quorum will be present.*
 - *Agendas are posted 72 hours prior to meeting; requests for the addition of agenda items can be made at a meeting (for the next one); also by contacting the Board Chair, who will forward the request to Kathy.*
 - *Kathy will keep members apprised on training events, budget, legislation affecting libraries, and current trends.*
 - *Changing the start time for regular meetings was discussed; a decision to change the start time for Library Advisory Board meetings from 7:00 p.m. to 6:30 p.m. was made by consensus.*
7. Acknowledge communications and announcements.
 - *N/A*

8. Receive Staff reports.
- a) Ongoing reports on programs
 - *October and November program calendars and events lists distributed*
 - b) Announce upcoming events
 - *Upcoming October programs include: Teen Read Week, Wicked Good Time at the Library, and Operation Shoebox*
 - *Other programs held in October: Senior Computer Classes, Family Saturdays: Movie, Crafts and Games, Story Times, Knitting group, and Tech Ed classes*
9. Update on new Integrated Library System (ILS).
- *Training for the Apollo Acquisition module was held September 18th. Ordering, budget and account balances are managed by the Acquisitions module.*
- NOTE: Agenda item #10 came before item #3
10. Meet the Staff: Laura Tschoerner, Circulation Services Supervisor.
- *Laura gave an in-depth presentation on using the new Apollo catalog and its features.*
 - *"Meet the Staff" presentations will continue at Board meetings this year.*
11. 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.
- *Pat inquired about ESL outreach to the First United Methodist Church; a Spanish language service is offered there; Deborah confirmed the same at Sacred Heart Catholic Church; Kathy will ask staff to make contacts and sharing resources to publicize and promote ESL classes offered by the Library.*
 - *Deborah reminded everyone that Keep Rowlett Beautiful will offer an electronics recycling event on October 25th at Rowlett High School.*
12. Future Topics for next meeting.
- *Call to order*
 - *Chair selects voting alternate(s), if necessary*
 - *Consider approving the minutes from the previous meeting*
 - *Acknowledge communications and announcements*
 - *Receive Staff reports*
 - *4th quarter EOY reports*
 - *Ongoing report on programs*
 - *Announce upcoming events*
 - *Update on new Integrated Library System (ILS)*
 - *Meet the Staff – Mary Lynn Saxton*
 - *Public announcements*
 - *Future agenda items*
 - *Adjourn*
10. Adjournment.
- *Motion made to adjourn by Bill Schwab and was seconded by Jerry Hickman, passed unanimously. Meeting adjourned at 8:18 p.m.*

Pat Hanrahan
Chairperson

1/8/15
Date