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Deputy Mayor Pro
Tem ~ Tammy Dana-Bashian

City Council ~
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Carl Pankratz
Debby Bobbitt
Rick Sheffield

City Manager ~ Brian Funderburk



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OFFICIAL MINUTES OF THE ROWLETT PUBLIC LIBRARY ADVISORY BOARD

Thursday, February 11, 2016

Conference Room B, City Hall, 4000 Main Street

1. Meeting called to order by Vice-Chair Jerry Hickman at 6:34 p.m.
 - *Members present: Bill Schwab, Tana Daniels, Cassie Wilson, Jerry Hickman, Dyral Hargrove and Deborah Smith (arrived late)*
 - *Members absent: Pat Harris and Linda Maki*
 - *Staff present: Kathy Freiheit, Director of Library Services*
2. Chair selects voting alternate(s), if necessary.
 - *Cassie W. selected as voting member.*
3. Consider approving the minutes from the regular meeting held January 14, 2016.
 - *Motion made by Bill S. to accept the January 14, 2016 meeting minutes as written. Motion seconded by Tana D.; motion passed unanimously.*
4. Acknowledge communications and announcements.
 - *N/A*
5. Director's Report.
 - *Kathy F. shared January and February Library events lists and program calendars*
 - *Members received copies of the four winning Black History Month Bookmark contest entries*
 - *Expressed thanks expressed to Jerry and Joann Hickman for Valentine's cupcakes made for staff*
 - *Announced that Library received the 2015 Achievement of Library Excellence Award from the Texas Municipal Library Directors Association (TMLDA); this is the 11th consecutive year Rowlett Public Library has received the award; of 556 public libraries in the State of Texas, only 41 received the award in 2015*
 - *Reported that a National Library Week proclamation and presentation of the TMLDA award will be made at an April City Council meeting*
6. Update on Library Visioning Task Force activities.
 - *Staff are continuing their collection downsizing efforts*
 - *Kathy F. will email information on the next meeting date has been determined*



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Best Practices
RECOGNITION PROGRAM



7. Discuss and take possible action for Library staff appreciation.
 - *Pat H., Bill S. and Jerry H. will present staff with AMC theater gift cards before the Library opens for business on Thursday, February 18; Bill S. will provide lunchtime pizzas; Tana D. and Deborah S. will also bring baked goods.*

8. 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.
 - *Jerry H., Pat H. and Bill S. will meet to prepare for Joint Work session with City Council (date yet to be determined)*

9. 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*
 - *Director's report*
 - *Update on Radio Frequency Identification (RFID) project*
 - *Update on Library Visioning Task Force activities*
 - *Discuss information for Joint Work session with Council*
 - *Review LAB description in City Boards & Commissions handbook*
 - *Discuss 2015 accomplishments & 2016 goals*
 - *Discuss how Board members interact with Council*
 - *Public announcements*
 - *Future agenda items*
 - *Adjourn*

10. Adjournment.
 - *Motion made to adjourn by Deborah S. and seconded by Bill S.; passed unanimously. Meeting adjourned at 6:56 p.m.*

Pat Harris

 Chairperson

3/10/16

 Date