

Mayor ~ Todd Gottel  
Mayor Pro Tem ~ Michael Gallops  
Deputy Mayor Pro  
Tem ~ Tammy Dana-Bashian

City Council ~  
Robbert van Bloemendaal  
Carl Pankratz  
Debby Bobbitt  
Rick Sheffield

City Manager ~ Brian Funderburk



City of Rowlett  
4000 Main Street  
Rowlett, TX 75088

Phone ~ 972.412.6100  
Fax ~ 972.412.6118  
www.rowlett.com

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

---

## OFFICIAL MINUTES OF THE ROWLETT PUBLIC LIBRARY ADVISORY BOARD

Thursday, April 14, 2016

Conference Room B, City Hall, 4000 Main Street

1. Meeting called to order by Chair Pat Harris at 6:37 p.m. and determined a quorum was present.
  - *Members present: Pat Harris, Bill Schwab, Tana Daniels, Jerry Hickman, and Deborah Smith*
  - *Members absent: Cassie Wilson and Dyrall Hargrave*
  - *City Council Liaison: Debby Bobbitt*
  - *Staff present: Laura Tschoerner, Library Services Manager*
2. Chair selects voting alternate(s), if necessary.
  - *N/A*
3. Consider approving the minutes from the regular meeting held March 10, 2016.
  - *Motion made by Jerry H. to accept the March 10, 2016 meeting minutes as written. Motion seconded by Bill S.; motion passed unanimously.*
4. Acknowledge communications and announcements.
  - *Linda Maki has resigned from the Library Advisory Board.*
5. Director's Report.
  - *Laura T. shared information on upcoming April and May Library events*
  - *"Coffee with Your Councilmember" on Saturday, April 16<sup>th</sup> with Councilmembers Robbert van Bloemendaal and Debby Bobbitt*
  - *It was decided at the March meeting to purchase polo shirts for Board members. Polo shirts available tonight for Board members to select correct size.*
6. Update on Radio Frequency Identification (RFID) project.
  - *Staff are reviewing proposals and will present recommendation to City Council at an upcoming meeting.*
  - *Pat H., Dyrall H., Tana D. and Jerry H. have volunteered to assist with tagging project, if needed.*
7. Update on Library Visioning Task Force activities.
  - *Task Force meet Wednesday, March 30<sup>th</sup>, Jerry H. said the meeting went well; a preliminary floor plan was presented; Friends proposed a donor wall and possible locations were considered.*
8. Report on Joint Work Session with Council on April 5, 2016.
  - *Jerry H. and Bill S. presented a PowerPoint to Councilmembers highlighting 2015 accomplishments; discussed 2016 goals and answered questions from Council.*



9. Discuss possible dates for Strategic Planning workshop in June.
- *Bill S. asked for copy of notes from past Strategic Planning retreat; copies of 2011 Strategic Plan handed out to members; Strategic Plan is used for plan over the next five years*
  - *Texas State Library and Archives Commission requires that libraries update their Strategic Plan every five years as an accreditation requirement*
  - *Bill S. requested June 4<sup>th</sup> for the workshop with June 18<sup>th</sup> as backup date*
10. 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 hosting paper shredding, electronic recycling and hazardous waste disposal on April 16<sup>th</sup>*
11. 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 Strategic Planning workshop in June*
  - *Public announcements*
  - *Future agenda items*
  - *Adjourn*
12. Adjournment.
- *Motion made to adjourn by Deborah S. and seconded by Bill S.; motion passed unanimously. Meeting adjourned at 7:09 p.m.*

Pat Harris  
Chairperson

6/9/15  
Date