



**Official Minutes of the Rowlett Public Library Advisory Board**

Thursday, November 10, 2016

Rowlett Public Library

5702 Rowlett Road, Rowlett, TX 75089

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1. Meeting called to order by Chair Jerry Hickman at 6:30 p.m. and determined a quorum was present.
    - *Members present: Jerry Hickman, Bill Schwab, Tana Daniels, Anja Vukich, Deborah Smith and Vicki Stallcup-Causey*
    - *Members absent: Marie Stone*
    - *City Council Liaison: Debby Bobbitt*
    - *Staff present: Kathy Freiheit, Director of Library Services*
  
  2. Chair selects voting alternate(s), if necessary.
    - *N/A*
  
  3. Election of Officers for FY2017.
    - *Chair Jerry H. asked for nominations for Library Advisory Board officers in FY2017.*
    - *Chair: Tana D. nominated Jerry H.; second by Deborah S.*
    - *Vice-Chair: Bill S. nominated Tana D.; second by Deborah S.*
    - *Secretary: Deborah S. nominated Bill S. who declined; Deborah S. then nominated Vicki S.; second by Tana D.*
    - *Bill S. moved to accept the nominations by acclamation; second by Tana D.*
    - *Approved 5-0.*
  
  4. Consider approving the minutes from the regular meeting held October 13, 2016.
    - *Motion made by Bill S. to accept the October 13, 2016 meeting minutes as written; motion seconded by Tana D.*
    - *Approved 5-0.*
  
  5. Director's Report.
    - *Review of November and December 2016 program calendars.*
    - *Holiday cookbooks on display this month; cookbooks are generally the most popular books checked out by library customers.*
    - *Crazy 8s Math Club is a blast and children are having a great time; youth services staff use it to promote elements of STEM (Science, Technology, Engineering & Math).*
    - *Hoopla® service is very popular; cardholders can stream or download up to five items (movies, music, audiobooks, eBooks, comics and TV shows) per month.*
    - *On December 31<sup>st</sup> kids and their adults are invited to celebrate at the "Noon Year's Eve" program; there will be stories, party hats and dancing, games, crafts, snacks and a balloon drop at noon.*
    - *Mandatory Open Meetings Act training has been completed by all Library Advisory Board members.*
  
  6. Update on Radio Frequency Identification (RFID) project.
    - *More than 95% of tagging completed; items checked back in are being verified for tags before return to the shelves.*
    - *Implementation coordinator will be onsite December 13<sup>th</sup>-15<sup>th</sup> to install security gates, self-check stations, staff equipment and software, provide staff training, and perform any modifications needed.*

- Discussion ensued regarding Board members assisting customers with self-checkout the week of December 19; also their involvement with RFID rollout in January 2017.

7. Update on Library Visioning Task Force activities.

- Tablets will be used to access the Library catalog; will be mounted on columns in new location.
- Kathy F. will have more information after next Library Visioning Task Force meeting.

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.

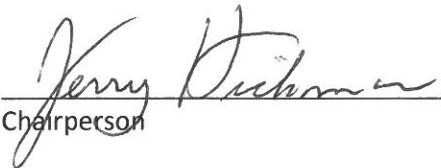
- No meeting in December, next meeting Thursday, January 12, 2017.
- Members should have received an invitation to the Boards and Commission Banquet; RSVP to City Secretary by November 11<sup>th</sup>. Banquet is Thursday, December 1<sup>st</sup> at Rowlett Community Centre, Room A.
- Councilmember Bobbitt announced that Friends of the Rowlett Public Library are getting new members; a membership drive is currently under way.

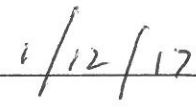
9. Future Topics for next meeting.

- Call to order
- Chair selects voting alternate(s), if necessary
- Consider approving minutes from the previous meeting
- Director's report
- Update on Radio Frequency Identification (RFID) project
- Update on Library Visioning Task Force activities
- Public announcements
- Future agenda items
- Adjourn

10. Adjournment.

- Motion made to adjourn by Bill S. and seconded by Deborah S.; motion passed unanimously. Meeting adjourned at 7:13 p.m.

  
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Chairperson

  
\_\_\_\_\_  
Date