



Official Minutes of the Rowlett Public Library Advisory Board

Thursday, May 11, 2017

Rowlett Public Library

5702 Rowlett Road, Rowlett, TX 75089

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1. Meeting called to order by Chair Jerry Hickman at 6:32 p.m. and determined a quorum was present.
 - *Members present: Jerry Hickman, Deborah Smith, Bill Schwab, Suzanne Webster and Vicki Stallcup-Causey*
 - *Members absent: Tana Daniels and Anja Vukich*
 - *Visitors: Leighann Welk and Community Investment Advisory Board members Chad Grant and Oscan Aranda*
 - *Staff present: Laura Hallmark, City Secretary, and Kathy Freiheit, Director of Library Services*
 2. Chair selects voting alternate(s), if necessary.
 - *Alternate Suzanne Webster selected as voting member in Tana Daniels' absence.*
 3. Community Investment Advisory Board (CIAB) presentation.
 - *City Secretary Laura Hallmark and CIAB members Chad Grant and Oscar Aranda introduced themselves and gave a brief history about the Board.*
 - *Duties and responsibilities include providing recommendations on capital projects and project selections.*
 - *CIAB consists of seven members and five alternates and meets once per month.*
 - *Projects ranked by priority to delete the "ownership" piece*
 - *Capital improvements: less than \$25,000, long-term, and a fixed asset*
 - *CIAB is requesting input from citizens to understand what are their priorities; citizens can go to rowlett.com and click on "2018 CIP Project Input" tab to offer project recommendations*
 - *Strategies for success: goals, foundation, priorities and results*
 4. Around the table introductions with Suzanne Webster, Alternate Member.
 - *Suzanne W. is a student at Texas A & M Commerce*
 - *Vicki is retired from Bank of America in Technology*
 - *Jerry H. Chairs the Library Advisory Board and is currently President of Friends of the Rowlett Public Library*
 - *Bill S. is a member of multiple groups, including Community Emergency Response Team (CERT)*
 - *Deborah S. is a member of Keep Rowlett Beautiful (KRB) and works in the Dallas schools to encourage education*
 - *Kathy F. is Director of Library Services with a current staff of 18*
 5. Consider approving the minutes from the regular meeting held April 13, 2017.
 - *Bill S. moved to approve the April 13, 2017 meeting minutes as written; Deborah S. seconded the motion.*
 - *Approved 5-0.*
 6. Director's Report.
 - a) Quarterly update
 - *Discussed Second Quarter update; improved on visitors to library, program attendance; all cumulative measures are up in percentages of utilization*
 - *Minimum age for volunteers is 16 years during school and 15 years during the summer*
 - b) Update on Texas Library Association 85th Legislative Session priorities.
 - *The Texas legislature meets every two years*
 - *Question about accreditation; Rowlett Public Library has been accredited since 1984*

- Bill in legislature proposed to eliminate numerous requirements for accreditation; Board members urged to contact their legislators to indicate how important accreditation is to libraries; bill was first presented on February 28 and still is in committee
 - TexShare Value Report – Fee paid was less than \$1,400 for databases valued at over \$196,000; must be accredited to utilize. Participating libraries individually determine those privileges provided through the TexShare card program
- c) Discuss FY17 Q1 and Q2 Strategic Plan accomplishments
- Plan was adopted on September 6, 2016 by City Council
 - Reviewed vision, service roles, goals and objectives
 - Mission, vision and strategic plan objectives have been added to the Library's webpage
 - Kathy F. distributed update pages and provided comments; discussion ensued

7. Update on Library Visioning Task Force activities.

- City has engaged project manager to work with developer to determine scope of services
- Spaced leased for five years, with an option for an additional two years
- City has previously discussed a combined government center, to include library space and shared, flexible meeting spaces
- Expecting finalized construction estimates soon; architect is working on furnishings, fixtures and equipment (FFE) needs and will meet with Kathy and administrative staff on Monday

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.

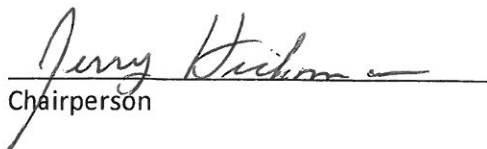
- Next meeting at 6:30 p.m. at Bill S.'s house (3114 Persimmon); dinner will be served and Board members are welcome to bring desserts

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 Library Visioning Task Force activities
- Public announcements
- Future agenda items
- Adjourn

10. Adjournment.

- Bill S. moved to adjourn the meeting; Deborah S. seconded the motion.
- Approved 5 – 0.
- Meeting adjourned at 8:15 p.m.



 Chairperson

8 June 2017

 Date