



Official Minutes of the Rowlett Public Library Advisory Board

Thursday, February 8, 2018

Rowlett Public Library

5702 Rowlett Road, Rowlett, TX 75089

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1. Meeting called to order by Vice-Chair Tana Daniels at 6:30 p.m. and determined a quorum was present.
 - *Members present: Tana Daniels, Bill Schwab, Deborah Smith, Suzanne Webster and Vicki Stallcup-Causey*
 - *Members absent: Jerry Hickman and LaToya Lewis*
 - *Staff present: Kathy Freiheit, Director of Library Services*

 2. Chair selects voting alternate(s), if necessary.
 - *Alternate Suzanne W. selected as voting member in Jerry H.'s absence.*

 3. Consider approving the minutes from the regular meeting held January 11, 2018.
 - *Deborah S. moved to approve the January 11, 2018 meeting minutes as written; Suzanne W. seconded the motion.*
 - *Approved 5-0.*

 4. Discuss information for Joint Work Session with City Council on April 3, 2018.
 - *Item tabled until March meeting.*

 5. Director's Report.
 - *Overview of February activities; upcoming programs include:*
 - *February 10 – Everyone Can Make Valentines*
 - *February 17 – Apollo Theater Walk of Fame (during Black History Month)*
 - *February 24 – Build a Balloon Car Racer!*
 - *Upcoming March activities include:*
 - *March 3 – Dr. Seuss Birthday Celebration*
 - *March 10 – Music with Rochelle Rabouin*
 - *March 17 – St. Patrick's Day Story time and Craft*
 - *March 24 – "Bored" Games*
 - *March 31 – Buying and Selling Your Home with Realtor Pamela Bell*
 - *Kathy F. gave overview of First Quarter (Oct-Dec) FY2018 library stats*
 - *Bill S. will coordinate pizza delivery for library staff appreciation on Friday, February 9*
 - *Library will be closed Friday, February 9 for staff development day*
 - *Vicki S. will bring cookies to staff on Wednesday, February 14*

 6. Update on Library Visioning Task Force activities.
 - *Kathy F. had the revised floor plan presented at the January 17 Library Visioning Task Force meeting*
 - *Overview given of library goals and status*
 - *Attempted to bring library more current*
 - *Identified stakeholders*
 - *Appointed voting and non-voting members of Library Visioning Task Force*
 - *Bus tour of four recently built libraries*
 - *Customer survey*
 - *Design architect chosen – Maureen Arndt of 720 Design*
 - *Defined priorities, wants and needs*
 - *Designed, then re-designed floor plan due to increase in available square footage*

- *Kathy F. gave commentary on aspects of the new design*

7. 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.

- N/A

8. Future Topics for next meeting.

- *Call to order*
- *Chair selects voting alternate(s), if necessary*
- *Consider approving minutes from the previous meeting*
- *Discuss information for Joint Work Session with City Council on April 3, 2018*
- *Director's report*
- *Public announcements*
- *Future agenda items*
- *Adjourn*

9. Adjournment.

- *Deborah S. moved to adjourn the meeting; Bill S. seconded the motion.*
- *Approved 5 – 0.*
- *Meeting adjourned at 7:44 p.m.*

Tara M Daniels
Chairperson

3/8/18
Date