



Official Minutes of the Rowlett Public Library Advisory Board

Thursday, August 9, 2018

Rowlett Public Library – Class / Board Room
3900 Main Street, Suite 200, Rowlett, TX 75088

1. Meeting called to order by Chair Jerry Hickman at 6:33 p.m. and determined a quorum was present.
 - *Members present: Jerry Hickman, Bill Schwab, Deborah Smith, Vicki Stallcup-Causey, Suzanne Webster and LaToya Lewis*
 - *Members absent: Tana Daniels*
 - *Staff present: Elise Bowers, Neighborhood Life and Kathy Freiheit, Director of Library Services*
2. Chair selects voting alternate(s), if necessary.
 - *Alternate Suzanne W. selected as voting member in Tana D.'s absence*
3. Consider approving the minutes from the regular meeting held June 14, 2018.
 - *Suzanne W. moved to approve the June 14, 2018 meeting minutes as written; Bill S. seconded the motion.*
 - *Approved 5-0.*
4. Presentation on "Scarecrows on Main" project and Rowlett City Academy (Elise Bowers).
 - *Elise B. presented a "Scarecrows on Main" slideshow; project offers displays to "showcase your story in straw."*
 - *Scarecrows will be displayed on the Village green; build start date is October 5 and scarecrows will be displayed until the weekend after Halloween. Will require that someone from Board to check their display daily and make repairs as needed. Also, would need a sign with Board's name for the display.*
 - *Rowlett City Academy's fall session begins September 6; classes held Thursdays from 11 a.m. – 2 p.m.; class size limited to 20, registration closes next Thursday.*
5. Library visit slides.
 - *Kathy F. shared additional slides provided by Tana D. from her visit to Tanneyhills Community Library; a thrift shop store supports their 501(c)3 library. Discussion on a possible "sister site" library will be included on next month's agenda.*
6. Director's Report.
 - *Saturday, August 4 was the last day of the Summer Reading Program.*
 - *Story time programs are on a two-week break and will resume Tuesday, August 21.*
 - *Kathy F. presented Third Quarter statistics and 2018 Summer Reading Program stats.*
 - *Kathy F. announced that the library again achieved accreditation for State Fiscal Year 2019 from Texas State Library and Archives Commission; accreditation enables eligibility for grants and subsidies, including reduced cost for TexShare databases, also participation in statewide interlibrary loan program for our customers.*
 - *City using Rene-Bates Auctioneer for online posting and sale to the public of surplus items remaining at the former library location (shelving, tables and chairs, etc.)*
 - *Friends of the Rowlett Library plan to sell Donor Tiles; they are currently working on how to mount tiles in library entrance. Friends are also planning a library grand re-opening event on Saturday, October 13.*
 - *Arts and Humanities Commission dedication of the "Spirit of Rowlett" sculpture at Schrade Bluebonnet Park on Saturday, August 25; winners from the Summer Scribes Writing Contest and Photography Contest will be presented during the City Council meeting on September 18.*
 - *Plans in the works to relocate and install Mark Twain sculpture at new library location.*

- *Overview of August activities include:*
 - *Tuesdays – Baby Story Times and Little Crazy 8s Math Club*
 - *Wednesdays – Toddler Story Times and Whatever on Wednesday Teen programs*
 - *Thursdays – Preschool Story Times and Crazy 8s Math Club*
 - *Saturdays*
 - *August 4 - End of Summer Reading Party; Home Buying Program with local realtor*
 - *August 11 – Movie, The Incredibles*
 - *August 18 – Movie, Coco*
 - *August 25 – Bricks and Books*
- *Upcoming September activities include:*
 - *Tuesdays – Baby Story Times and Little Crazy 8s Math Club*
 - *Tuesday, September 18 – Medicare Workshop*
 - *Wednesdays – Toddler Story Times and Whatever on Wednesday Teen programs*
 - *First Wednesday – Senior Book Club*
 - *Thursdays – Preschool Story Times and Crazy 8s Math Club*
 - *First and Third Thursday – Geek Out for Adults*
 - *Fridays – Friday Flicks at 3:30 p.m.*
 - *Saturdays –*
 - *September 1 – Mario Kart Tournament*
 - *September 8 – Texas Workforce Commission*
 - *September 15 – Library Campout*
 - *September 22 – Talk Like a Pirate Day*
 - *September 29 – Mo Willems Story Time*
- *September is Library Card Signup month*

7. Discuss Policy Manual updates.

- *Goal is to review and make possible changes to the policy manual; estimated time frame is probably one year to complete the process.*
- *Need to determine:*
 - *Mission / Vision*
 - *Accreditation*
 - *Collection policies*
 - *Who can use the library?*
 - *When must you have a library card?*
 - *What are the requirements for a card?*
 - *Policy may need to address:*
 - *Accessibility*
 - *Service animals*
 - *Emergency situations*
 - *Public computer and Internet use*
 - *Displays policy*
 - *Weapons policy*
 - *Disaster response*
- *Formal statements for what contents should be allowed and exclusions; length of time for action on requests*

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.

- *Every Friday this month – Summer Concert Series*
- *Every Friday in September – Movies on Main*

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*
- *Discuss Scarecrows on Main project*
- *Discuss "sister library" concept*
- *Policy Manual – Discuss mission and vision (from Strategic Plan)*
- *Public announcements*
- *Future agenda items*
- *Adjourn*

8. Adjournment.

- *Bill S. moved to adjourn the meeting; Deborah S. seconded the motion.*
- *Approved 5 – 0.*
- *Meeting adjourned at 8:27 p.m.*

Tana Daniels
Chairperson

9-13-18
Date