



Official Minutes of the Rowlett Public Library Advisory Board

Thursday, September 13, 2018

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

1. Meeting called to order by Vice-Chair Tana Daniels at 6:45 p.m. and determined a quorum was present.
 - *Members present: Tana Daniels, Bill Schwab, Vicki Stallcup-Causey and LaToya Lewis*
 - *Members absent: Jerry Hickman, Suzanne Webster and Deborah Smith*
 - *Staff present: Kathy Freiheit, Director of Library Services*
2. Chair selects voting alternate(s), if necessary.
 - *Alternate LaToya L. selected as voting member in Jerry's absence*
3. Consider approving the minutes from the regular meeting held August 9, 2018.
 - *Bill S. moved to approve the August 9, 2018 meeting minutes as written; LaToya L. seconded the motion.*
 - *Approved 4-0.*
4. Discuss participation in "Scarecrows on Main" event beginning October 7, 2018.
 - *After discussion, members decided against participating this year.*
5. Discuss participation in Library "Trunk or Treat" program on October 27, 2018.
 - *"Trunk or Treat" program will be held in the City Hall parking lot on Saturday, October 27, 2018, from 2-4 p.m.*
 - *Board participation is optional; please email Kathy if interested.*
6. Discuss participation in Rowlett Chamber of Commerce "Taste and Trade" event on October 30, 2018.
 - *Event is being held at Rowlett High School on Tuesday, October 30 from 5:30 – 8 p.m.*
 - *Football theme this year, including team mascots; Chamber will not charge for a booth if Library Advisory Board chooses to participate; restaurant Chamber members often provide food samples at their booths.*
 - *Discussed utilizing the event to encourage citizens to volunteer.*
 - *Discussed name badges for Board members; Kathy shared samples and will order.*
 - *Discussed having remote library card signup at the event; this can be done, and Kathy will check with Laura about having Library staff on site for sign-ups.*
 - *Tana D. and LaToya L. interested in participating; Kathy will invite Friends of the Library to join us; Tana D. will check on providing candy at the Library Board's booth.*
 - *Further discussion at next Library Advisory Board meeting.*
7. Discuss "sister library" concept.
 - *Idea to "sister" with Tanneyhills Community Library in Branson, Missouri was previously discussed; further discussion ensued on what might be appropriate.*
 - *Tana D. to possibly serve as liaison to library in Branson; she will draft a letter reaching out to them and to determine needs.*
8. Director's Report.
 - *Friends of the Rowlett Library are attempting to launch sale of donor tiles.*
 - *Friends' Grand Re-Opening event on Saturday, October 13 from 2-5 p.m.*
 - *Activities may include a scavenger hunt and ways to raise awareness of electronic resources available (Hoopla, etc.)*

- *Bill S., Tana D., Vicki C., and possibly LaToya L. will help Friends during the Grand Re-Opening event.*
- *Further discussion at next Library Advisory Board meeting*
- *Upcoming programs and activities:*
 - *September is Library Card Signup Month*
 - *Friday afternoon movies each week in September and October*
- *Other September activities include:*
 - *Library Campout – September 15*
 - *Talk Like a Pirate Day – September 22*
 - *Mo Williams Story Time - September 29*
- *Upcoming October activities include:*
 - *Arcade Day – October 6*
 - *Friends’ Grand Re-Opening Event – October 13*
 - *Dr. Who Party – October 20*
 - *Trunk or Treat – October 27*

9. Library policy manual review and discussion:

- *Reviewed table of contents page from current manual.*
- *Kathy will work with Laura Tschoerner in bringing Section IV (General – Circulation – Policies) for Board review and discussion; anticipate presentation in November.*
- *Kathy will work with Phil Barott in bringing Section III (Collection Policies) to Board for review and discussion; anticipate presentation in January.*
- *May need to revisit current contents, then move to other sections as appropriate; new items may also need to be added or others expanded.*
- a) *Mission statement*
 - *Reviewed and discussed as appears in Strategic Plan; proposed slight abbreviations in wording and a bulleted format to bring focus to attributes*
- b) *Vision statement*
 - *Discussed with no changes; same as appears in Strategic Plan*
- c) *Values*
 - *Tana D. volunteered to draft re-writes of objectives as elements of Strategic Plan*
- d) *Accreditation*
 - *Kathy shared two documents from the Texas State Library’s webpage: (1) benefits of accreditation and (2) Texas Library Association Texas Public Library Standards.*
 - *Kathy asked for volunteers to create brief summaries for each; Vicki C. will re-write accreditation benefits; LaToya will create a short statement addressing standards.*
 - *Kathy will forward links for the documents.*

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.

- *Movies on Main Street, Friday evenings in September*
- *Free Electronic Recycling and Document Shredding on Saturday, October 6, from 9 a.m. – 1 p.m. at Rowlett High School.*

11. Future Topics for next meeting.

- *Call to order*
- *Chair selects voting alternate(s), if necessary*
- *Consider approving minutes from the previous meeting*
- *Around the table introductions by members*
- *Election of officers*
- *Discuss Friends Grand Re-Opening event*
- *Discuss participation in Chamber of Commerce “Taste and Trade” event*

- *Discuss "sister library" concept*
- *Library policy manual review and discussion*
 - a) *Objectives*
 - b) *Accreditation and Standards*
- *Public announcements*
- *Future agenda items*
- *Adjourn*

12. Adjournment.

- *Tana D. moved to adjourn the meeting; LaToya L. seconded the motion.*
- *Approved 4 – 0.*
- *Meeting adjourned at 7:55 p.m.*

Tana Daniels
Chairperson

11/8/18
Date

