



## LIBRARY ADVISORY BOARD MINUTES

*Our Vision: A well-planned lakeside community of quality neighborhoods, distinctive amenities, diverse employment, and cultural charm. Rowlett: THE place to live, work and play.*

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Tuesday, May 9, 2019

6:30 p.m.

Rowlett Public Library  
3900 Main Street

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- 1) Meeting called to order by Chair Tana Daniels at 6:31 p.m. and determined a quorum was present.
  - *Members present: Tana Daniels, Bill Schwab, Vicki Stallcup-Causey, Suzanne Webster, Amber Reece and LaToya Lewis (arrived at 6:33 p.m.)*
  - *Members absent: Deborah Smith*
  - *Visitors present: Anna Dodd and Friends of the Rowlett Public Library board members Jerry Hickman and Kathy Hammond*
  - *Staff present: Kathy Freiheit, Director of Library Services and Laura Tschoerner, Library Service Manager*
2. Chair selects voting alternate(s), if necessary.
  - *Alternate Amber Reece selected as voting member in Deborah Smith's absence.*
3. Consider approving the minutes from the regular meeting held March 14, 2019.
  - *Bill S. moved to approve the March 14, 2019 meeting minutes as written; Suzanne W. seconded the motion.*
  - *Approved 5-0.*
4. Presentation on Leadership Rowlett's "Little Libraries" project.
  - *Anna Dodd from Leadership Rowlett, Class 28 provided pictures of their Little Library project and the group's goals in making them available.*
  - *Worked with James Terry, shop class teacher at South Garland High School, in building the structures.*
  - *Suggested locations include Scentral Bark Dog Park (Herfurth), Community Park, Springfield Park and Kids Kingdom, which would host a Brownie Troop project.*
  - *Discussed content: book donations, kid-friendly children's materials, magazines, etc.*
  - *Donations can be taken to Chamber of Commerce.*
  - *Leadership Rowlett alumni and Class 28 will maintain.*
  - *Group is hopeful structures will be completed by time school is out.*
  - *Ribbon cutting to be scheduled.*
  - *Discussed strategies for stocking and maintaining inventory.*
  - *Parks people would be able to keep an eye on them.*
  - *Class 28 has 18 people, see Chamber of Commerce Facebook page.*

*Ann D. and Jerry H. left the meeting at 6:53 p.m.*

5. Library policy manual review and discussion.
  - *Library Services Manager Laura Tschoerner led overview of draft Section 5, General Policies.*
  - *Discussion included questions regarding what age constitutes minor status in Texas (17 or 18) and possible policy recommendation requiring children under the age of 12 to be accompanied by an adult; staff will follow up on these concerns.*

- *Still remaining are review and possible revision of computer use and wireless policy, and Section 6, Programs and Services.*

6. Recap from the Joint Work Session with City Council on April 2, 2019.

- *Rescheduled to next meeting.*

7. Library benchmarking visit slides.

- *Rescheduled to next meeting.*

8. Library Director's report.

- *Kathy provided slides and a Library update.*
- *Gift of a handcrafted bench presented by Rich and Darlene Weaver of Rowlett at the March 2 Dr. Seuss Birthday Party program.*
- *Kanopy streaming digital movie service is up and available via Apollo catalog.*
- *Summer Reading Program calendars distributed; this year's theme is "A Universe of Stories"; online registration begins May 25.*
- *Library will be closed on Friday, May 17 for Staff Development Day.*
- *Gate counts now show busiest day of the week is Tuesday, Wednesday is second and Friday is least busy (also open least number of hours per day). Busiest time is 4 – 5 p.m.*
- *Phil is finishing work with vendor on video surveillance cameras and PA system.*
- *Book Club Café open 6 a.m. – 7 p.m. Monday through Friday, closed Wednesday.*
- *Will offer Food for Fines again, May 25-30; one canned or packaged item (including pet items) removes \$1.00 in fine indebtedness, donations will be shared with area food pantries. Food for Fines cannot be used to reduce or remove fees for lost or damaged items.*

LaToya L. left the meeting at 7:54 p.m.

9. 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.

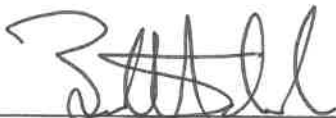
- *N/A*

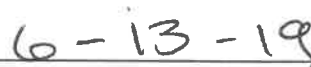
10. Future Topics for next meeting.

- *Call to order*
- *Chair selects voting alternate(s), if necessary*
- *Consider approving minutes from the previous meeting*
- *Recap from Joint Work Session with City Council on April 2, 2019*
- *Library benchmarking visit slides*
- *Library Director's report*
- *Public announcements*
- *Future agenda items*
- *Adjourn*

9. Adjournment.

- *Chair Tana Daniels adjourned meeting at 8:18 p.m.*





Chairperson

Date