



## 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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Thursday, August 8, 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 6:32 p.m. and determined a quorum was present.
  - *Members present: Tana Daniels, Bill Schwab, Vicki Stallcup-Causey, Suzanne Webster, Deborah Smith, Amber Reece and LaToya Lewis (arrived at 6:56 p.m.)*
  - *Members absent: N/A*
  - *Visitors: Jerry Hickman*
  - *Staff present: Laura Tschoerner, Library Services Manager and Kathy Freiheit, Director of Library Services*
2. Chair selects voting alternate(s), if necessary.
  - *N/A*
3. Consider approving the minutes from the regular meeting held June 13, 2019.
  - *Bill S. moved to approve the June 13, 2019 meeting minutes as written; Deborah Smith seconded the motion.*
  - *Approved 5-0.*
4. Around the table introductions by members and new Council Liaison Pam Bell.
  - *Councilmember Bell sent regrets as it was necessary for her to attend the City Town Hall meeting; item tabled until next meeting.*
5. Presentation on Rowlett Diversity and Inclusion Commission.
  - *Jerry Hickman discussed Commission objectives; discussion ensued on author talk scheduled for previous Diversity Day event that was included in Library's Women's Day program last March.*
  - *"Taste of DiverCity" event is scheduled for Saturday, October 5, from 11 a.m. to 2 p.m. There will be food booths and entertainment; attendees will be given passports for stamping at booths visited.*
  - *Laura described the Library's "Al Dia" program, where ESL students shared information on their cultures and dress; staff will ask ESL tutor and her students about participating and have a Library booth highlighting diversity resources and other information available.*
  - *Tana, Vicki and Suzanne volunteered to assist staff at Diversity Day event.*
6. Library policy manual review and discussion.
  - *Kathy shared a slight edit to Donations policy in Section IV.C.*
  - *Kathy and Laura met with City Attorney David Berman to confirm age of minority with respect to the issue of library cards; Board resumed discussion of Section V. to confirm age restrictions for study room use and unaccompanied children in the Library.*
  - *Laura led review of Section VI. (Library Programs & Services), wording changes made in Parts A. and E.*
  - *Kathy presented a revised Request for Reconsideration of Library Materials form; suggestions included making email line longer and phone line shorter, elimination of redundant checkbox under item #1, and an Action Taken section (to be completed by staff) reflecting follow-up actions and final resolution of the request.*

- *Next discussion will be on Wi-Fi and Internet Use policy, and a statement on use of service animals in the Library.*

7. Library visit benchmarking slides (Tana Daniels).

- *Tabled for a future meeting*

8. Library Director's report.

- a) *Kathy presented Quarter 3, FY2019 Library statistics:*
  - I. *Gate count up 13.6%*
  - II. *Attendance up 89%*
  - III. *Reference questions down 40.5%*
  - IV. *OverDrive up 31.2%; Hoopla up 12.2%; Brainfuse up 30.5% and Kanopy n/a*
  - V. *New borrower cards up 32.5% and renewed cards up 9.6%*
  - VI. *Total borrowers up 12.5%*
  - VII. *Public computer usage up 46.9%*
  - VIII. *Fines Collected up 17.2%*
  - IX. *Volunteer hours up 4.5%*
- b) *Summer Reading Program:*
  - I. *Good feedback from parents*
  - II. *Good attendance; number of sign-ups were fewer than in 2018, but higher number of children completed the program compared to last year*
  - III. *Staff shared details on 2019 kickoff event, which helps to create program momentum*
- c) *Library infographic*
  - I. *Two options presented, majority of Board members liked the longer card*
    - i. *suggestions made to use back side for programs available*
    - ii. *info on Wi-Fi – hours, social media*
  - II. *Suggestions included*
    - i. *using back side for program information*
    - ii. *providing information on Wi-Fi availability, hours of service, social media utilized*
- d) *City facilities needs assessment project*
  - I. *Deputy City Manager Paul Stevens presented report at July 16, 2019 City Council meeting*
  - II. *Assessment will establish future needs and includes executive summary, audit findings and space determination reports, also recommendations for design and cost estimates*

*Kathy announced that the Library has received Texas State Library and Archives Commission accreditation for State Fiscal Year 2020 (1 September 2019 – 31 August 2020); also described new after school student management strategies, including locks on exterior water faucets and on-site police officers on duty Monday-Friday, from 3-6 p.m.*

9. Discuss participation in Rowlett Chamber of Commerce "Taste and Trade" event on November 4, 2019.

- *Chamber is inviting Library to participate again this year; event to be held on Monday, November 4, 5:30-8 p.m. at Rowlett High School; volunteers are asked to be there by 5 p.m. Tana, Deborah and Laura Tschoerner will host the Library booth. As a City partner, there is no charge to the Library for participation.*

10. Discuss City "Trunk or Treat" event on Saturday, October 26, 2019.

- *In recent years, the Parks & Recreation Department's "Camp Fear" has been rained out, so they are now hosting a downtown "Trunk or Treat" event; several City departments, including the Library, are involved in the planning.*

- *There are 20 parking stalls on Martin Drive which will be blocked off for "Trunk or Treat" vehicles; City Boards and Commissions will be invited to participate, as well as local non-profit organizations..*
- *Event date and time: Saturday, October 26, 2019, from 5-8 p.m.*
- *May combine additional events: Scarecrows on Main, children's area (bounce house, games and more), possible beer garden. Deborah Smith, LaToya Lewis, and Suzanne Weber will host a Library Advisory Board "trunk." Kathy will invite Friends of the Rowlett Library to participate with the LAB.*

11. 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.

- *Deborah Smith asked for volunteer support at Covington's Fall Festival; Kathy suggested contacting Friends of the Rowlett Library.*

12. Future Topics for next meeting.

- *Call to order*
- *Chair selects voting alternate(s), if necessary*
- *Consider approving minutes from the previous meeting*
- *Introductions by members and new Council Liaison Pam Bell*
- *Library policy manual review and discussion*
- *Library Director's report*
- *Confirm Board member participation at DiverCity, Chamber and Trunk or Treat events*
- *Public announcements*
- *Future agenda items*
- *Adjourn*

13. Adjournment.

- *Chair Tana Daniels adjourned meeting at 8:11 p.m.*

*Tana Daniels*

Chairperson

*9/2/19*

Date