



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.

Thursday, November 14, 2019

6:30 p.m.

Rowlett Public Library - 3900 Main Street

1. Meeting called to order by Chair Tana Daniels at 6:30 p.m. and determined a quorum was present.
 - *Members present: Tana Daniels, Bill Schwab, Vicki Stallcup-Causey, Suzanne Webster, Amber Reece, LaToya Lewis (arrived 6:31 p.m.) and Deborah Smith (arrived 6:33 p.m.)*
 - *Members absent: Cheyanne Rolf*
 - *Staff present: Kathy Freiheit, Director of Library Services and Laura Tschoerner, Library Services Manager*
2. Chair selects voting alternate(s), if necessary.
 - *Alternate Amber Reece selected as voting member in Deborah S.'s absence.*
3. Citizens' Input.
 - *N/A*
4. Introduce new alternate member Cheyanne Rolf.
 - *Cheyenne was absent.*
 - *Reminder about City Boards and Commission Members' Orientation for new and reappointed Board members: Date TBD*
 - *Reminder provided by Kathy*
 - *Open Meetings training deadline for new and reappointed Board members: completion certificates must be submitted to City Secretary's Office by Monday, December 2, 2019.*
 - *Tana turned in certificate when sworn in, Kathy will notify City Secretary's Office*
 - *Amber will forward her certificate to Kathy*
5. Election of Chair and Vice-Chair for FY2020.
 - *Tana nominated Bill for Chair; Bill accepted the nomination. No further nominations were made.*
 - *Tana nominated Suzanne for Vice-Chair; Suzanne accepted the nomination. No further nominations made.*
 - *Bill elected as Chair, Suzanne elected as Vice-Chair by acclamation.*
 - *New Chair Bill Schwab presided over the remainder of the meeting.*
6. Appointment of Recording Secretary for FY2020.
 - *LaToya volunteered to serve as Recording Secretary.*
7. Consider approving the minutes from the regular meeting held October 10, 2019.
 - *Bill moved to approve the October 10, 2019 meeting minutes as written; Deborah seconded the motion.*
 - *Approved 5-0.*

8. Library Advisory Board orientation presentation by Staff Liaison.
 - *No new members present, Kathy was asked to email her PowerPoint presentation to Board members for their review and any follow-up questions. Kathy will meet with new alternate Cheyanne Rolf for orientation as an incoming member.*

9. Review draft library policy manual with City Attorney changes.
Kathy led City Attorney's edits with Board which included:
 - *ADA compliance language*
 - *Internet usage guidelines*
 - *Copyright guidance*
 - *Question raised regarding any time mandate for next review and update; Kathy reported that while regular review is valuable, there is no directive. Texas Municipal Library Directors Association recommends review and update every five (5) years.*
 - *Discussion ensued; Kathy will summarize wording in need of clarification with the City Attorney.*
 - *Bill moved to approve the Policy Manual subject to any further changes made by City Attorney; corrections are made to document; Deborah seconded the motion; approved 5-0.*

10. Library Director's report.
 - *Kathy will add Policy Manual to the January 7, 2020 Council Work Session agenda and notify Board of start time when posted. Attendance by Board is required. Anticipate adding policy manual as a consent item on the January 21, 2020 Council agenda, Board members are welcome, but not required to attend.*
 - *Thanksgiving holiday hours: close at 6 p.m. on Wednesday, November 27, then closed Thursday, November 28 and Friday, November 29. Resume regular hours on Saturday, November 30.*
 - *Kathy reviewed FY2019 statistics; significant increase seen in overall program attendance. OverDrive items, Brainfuse uses, number of times computers used all increased; there was a 13.9% increase in number of active cardholders.*
 - *Reference questions significantly decreased.*
 - *On Tuesday, December 3, trees will be decorated downtown for the Holiday Parade and Tree Lighting event; if the Board is interested in doing one, please let Kathy know.*

11. Update from City Council Liaison Pamela Bell.
 - *Council Liaison Bell was absent.*

12. Recap participation in past events:
 - *"Trunk or Treat" event held Saturday, October 26, 2019*
 - *LaToya, Amber and Suzanne assisted at Library's "trunk."*
 - *Estimated 3,500 people attended*
 - *15-16 trunks giving out candy*
 - *Rowlett Chamber of Commerce's "Taste and Trade" event held Monday, November 4, 2019*
 - *Tana, Vicki and Bill attended*
 - *Questioned if this is a good venue to participate in next year.*

13. Recap of City of Rowlett Facilities Assessment Public Focus Group Meetings held Wednesday, October 16, 2019.
 - *Two sessions led by Maureen Arndt, 720 Design; total 63 attended both sessions.*
 - *Online survey on programs and space needs to be launched in December.*
 - *Kathy will provide survey results and highest priorities.*

14. 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.
- *No meeting in December*
15. Future Topics for next meeting.
- *Call to order*
 - *Chair selects voting alternate(s), if necessary*
 - *Citizens' Input*
 - *Introduce new alternate member Cheyanne Rolf*
 - *Consider approving minutes from the previous meeting*
 - *Library Director's report*
 - *Update from City Council Liaison Pamela Bell*
 - *Public announcements*
 - *Future agenda items*
 - *Adjourn*
16. Adjournment.
- *Chair adjourned meeting at 7:50 p.m.*



Chairperson

1-2-20

Date