



**LIBRARY ADVISORY BOARD MINUTES**  
**Meeting held electronically via Zoom**  
**Meeting ID # 160 473 1536**

*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, November 12, 2020**

**6:30 p.m.**

**Rowlett Public Library - 3900 Main Street**

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1. Meeting called to order by Suzanne Webster at 6:32 p.m. and determined a quorum was present.
  - *Members present: Bill Schwab, Deborah Smith, Vicki Stallcup-Causey, Suzanne Webster, Marilee Salfelder, Amber Reece, Pam Mahaney and Shanna Hinrichs*
  - *Members absent: Tana Daniels*
  - *Council Liaison: N/A*
  - *Staff present: Laura Tschoerner, Director of Library Services*
  
2. Chair selects voting alternate(s), if necessary.
  - *N/A*
  
3. Citizens' Input
  - *N/A*
  
4. Consider approving the minutes from the regular meeting held Thursday, October 8, 2020.
  - *Bill Schwab made a motion to approve the October 8, 2020 minutes as corrected (Marilee Salfelder was present at the October 8, 2020 meeting); seconded by Deborah Smith.*
  - *Four votes were made in favor of the motion with zero against.*
  
5. Update from City Council Liaison Pamela Bell
  - *N/A*
  
6. Review, discuss and take possible action to update Library Policy Handbook (i.e.: policies for emergency situations).
  - *COVID-19 provisions will be added to the current policy. Board members will review policy handbook and update for emergency situations.*
  
7. Library Director's report.
  - *Laura Tschoerner provided updates regarding the Library.*
  - *Library has returned to normal operating hours.*
  - *Not a huge rush even though only two public computers available for public use.*
  - *Virtual story times Tuesdays at 10 a.m. on Facebook*
  - *Have begun planning for a virtual Summer Reading Program 2021 due to COVID-19.*
  - *Laura has been officially named Library Director and Phil Barott named Library Services Manager.*
  - *Currently looking for Public Services Supervisor to oversee adult programs.*
  - *January 6, 2021, Brenda Kennedy is retiring; Suzanne suggested doing something or getting a card.*

8. Public Announcements.

- *Board does not meet in December, next meeting Thursday, January 14, 2021 (virtually).*

9. Future topics.

- *Call to order*
- *Chairman selects voting alternate, if necessary*
- *Citizens' Input*
- *Consider approving minutes from previous meeting*
- *Update from City Council Liaison Pamela Bell*
- *Review, discuss and take possible action to update Library Policy Handbook (i.e.: policies for emergency situations)*
- *Library Director's report*
- *Public Announcements*
- *Future agenda items*
- *Adjourn*

10. Adjournment.

- *Chair adjourned meeting at 6:50 p.m.*

  
\_\_\_\_\_  
Chairperson

*11/10/21*  
\_\_\_\_\_  
Date