

OFFICIAL MINUTES OF THE ROWLETT PUBLIC LIBRARY ADVISORY BOARD

Date: Thursday, May 12, 2011
Location: Library Conference Room, 3900 Main Street

1. Meeting called to order at 7:00 p.m. and determined a quorum was present.
 - Members present: Veda Kull, Pat Harris, Julie Plummer, Bill Schwab and Leora Olorunnisomo.
 - Members absent: Ginny Thomas.
 - Staff present: Brian Funderburk, Assistant City Manager / Interim Library Director, and Doug Phillips, City Council Liaison.
2. Consider approving the minutes of the regular meeting held March 10, 2011.
 - Motion made by Julie Plummer to accept the minutes as written, seconded by Bill Schwab; motion passed unanimously.
3. Acknowledge communications.
 - "Realize Rowlett 2020" charrette Saturday, May 21, 2011 at the Rowlett Community Centre. There is also CERT training the same day.
4. Receive State of Library reports.
 - Received March and April 2011 end-of-the-month statistical reports.
 - Received an update on the Library Equipment Acquisition Fund (L.E.A.F.).
 - Ending balance through April 2011 - \$4,366.53.
 - Book sale donations for March and April 2011 totaled \$544.33.
 - Sold a total of 6 book bags in March and April.
 - Received ongoing report of volunteer hours in Library.
 - Volunteer hours up 47.2% over 2010.
 - Received an ongoing report on programs.
 - May and June calendars have been published.
 - In March hosted Annual St. Patrick's Day Cake Walk with 427 children and adults attending.
 - Hosted annual Volunteer Brunch in April to honor library volunteers.
 - In April hosted Spring Fest with 598 children and adults attending.
 - In celebration of National Library Week in April, the library sponsored a "Fine Free Week" and collected 1,688 food items for the Rowlett's Needy Children organization and waived \$2,548.77 in fines.
 - Other ongoing programs include: weekly children's story times, including a bi-lingual story time and two outreach story times; City Manager Book Club; Knitting Club; Computer Classes for Seniors; GED and ESL classes.
5. Update from the Interim Library Director regarding the Library's Strategic Plan.
 - Library Board agreed to hold a special work session on Wednesday, June 8, 2011 from 6:30 – 9:30 p.m. to continue working on the strategic plan.
 - Board will continue to work on the plan at the regular monthly meeting Thursday, June 9th and will review drafts in July.
 - At the August 11, 2011 regular meeting, the Board plans to adopt strategic plan.
 - Board plans to submit the Strategic Plan to the City Council for adoption at the September 6, 2011 meeting.

6. Recap from Board member Leora Olorunnisomo regarding author presentation at Diversity Day.
- Author Patricia Watson gave her reading and the program was well received. There were approximately ten people in attendance.
 - Ms. Watson donated several of her books to the Library.
7. Discuss enhancement of public's awareness of the library.
- Veda Kull has not received a response from Rowlett High School regarding the Mystery Dinner Theater.
 - Pat Harris talked to Suzanne Fulton with the Amateur Community Theatre of Rowlett.
 - Volunteers to help Veda; Julie will talk to Sachse High School.
 - Date is Saturday, October 15, 2011.
8. 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.
- Bill Schwab is a new grandfather!
 - Pat Harris volunteered at the Parent-Child Tea Party; had about 96 people attending.
9. Future Topics.
- Call to order
 - Consider approving the minutes from the previous meeting
 - Acknowledge communications and announcements
 - Receive the State of Library report for previous month
 - receive an update on the library's budget
 - receive an update on Library Equipment Acquisition Fund (L.E.A.F.) fund
 - a) update on the "ongoing" book sale
 - b) update on tote bag donations
 - receive ongoing report on volunteer hours in library
 - receive an ongoing report on programs
 - announce upcoming events
 - Continue discussion regarding the Library's Strategic Plan
 - Discuss enhancement of public's awareness of the library
 - Public announcements
 - Future topics
 - Adjourn

9. Adjournment.

Motion made to adjourn by Bill Schwab and seconded by Julie Plummer; motion passed unanimously.
Meeting adjourned at 7:55 p.m.

Pat Harris
Pat Harris, Chairperson

06/09/11
Date