

Mayor ~ Todd Gottle
Mayor Pro Tem ~ Michael Gallops
Deputy Mayor Pro Tem ~ Carl Pankratz

City Council ~
Rick Sheffield
Tammy Dana-Bashian
Debby Bobbitt
Robbert van Bloemendaal

City Manager ~ Brian Funderburk



*A unique community where families
enjoy life and feel at home*

OFFICIAL MINUTES OF THE ROWLETT PUBLIC LIBRARY ADVISORY BOARD

Thursday, September 11, 2014

Library Conference Room, 3900 Main Street

1. Meeting called to order at 7:07 p.m. and determined a quorum was present.
 - *Members present: Pat Harris, Tana Daniels, Jerry Hickman, Bill Schwab, Linda Maki, Cassie Wilson and Deborah Smith*
 - *Members absent: Sharon Moore*
 - *City Council Liaison present: Rick Sheffield*
 - *Staff present: Kathy Freiheit, Director of Library Services and Phil Barott, Technical Services Supervisor*
2. Chair selects voting alternate(s), if necessary.
 - *Jerry Hickman selected*
3. Consider approving the minutes from August 14, 2014 meeting.
 - *Motion made by Bill Schwab to accept the August 14, 2014 meeting minutes as written; motion seconded by Tana Daniels; motion passed unanimously.*
4. Acknowledge communications and announcements.
 - *Kathy shared two Rowlett Lakeshore- Times articles with Board; articles are about the upcoming re-location of the library and the new Apollo ILS. Kathy will send electronic copies of articles to Board members.*
5. Receive Staff reports.
 - a) Third quarter statistical reports FY2014
 - *Gatecounts are down from last year; could be due to online registration and one less week less for Summer Reading Program*
 - *Number of books checked out is up; virtual is also up 53%*
 - *Stats for online resources are up and down*
 - *Staff process hold requests diligently so that requested items can be available to customers as soon as possible*
 - *LEAF book sales are up 57%; volunteer hours are down*
 - b) Ongoing reports on programs
 - *Reviewed LEAF account reports, program reports, GED materials, gift cards, Summer Reading Program prizes, etc.*
 - *September and October program calendars and events lists distributed*
 - c) Announce upcoming events
 - *Upcoming September programs include: Talk Like a Pirate Day, Will Planning and Library Skills for Homeschoolers*
 - *Other programs in September: Senior Computer Classes, Family Saturdays: Movie, Crafts and Games, Story Times, Knitting group, and Tech Ed classes*
 - *Upcoming October special programs include: Star Wars Read Day, Dignity Memorial, Teen Read Week, Operation Shoebox and Wicked Good Time at the Library: Halloween Program*

6. Update on new Integrated Library System (ILS).
 - *Apollo Integrated Library System was made available to public Tuesday, August 26th, replacing the Horizon system previously used*

7. Meet the Staff: Phil Barott, Technical Services Supervisor.
 - *Phil gave Board members a tour of the Apollo catalog with a question and answer session*
 - *Phil provides One-on-One tech assistance, by appointments, on Fridays for customers who need basic help in using computers and personal electronic devices*
 - *Kathy will continue to provide "Meet the Staff" at Board meetings*

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.
 - *Schedule change: October 9th Board meeting changed to October 16th*
 - *Bill Schwab will not be at meeting*
 - *Keep Rowlett Beautiful comments: Great American CleanUp, Saturday, October 11th; electronic recycling and document shredding, Saturday, October 25th.*

9. Future Topics for next meeting.
 - *Call to order*
 - *Administer the Oath of Office and Statement of Elected/Appointed Officer*
 - *Around the table introductions by members*
 - *Election of Chair and Vice Chair for FY2014-2015*
 - *Chair selects voting alternate(s), if necessary*
 - *Consider approving the minutes from the previous meeting*
 - *Library Advisory Board orientation presentation*
 - *Acknowledge communications and announcements*
 - *Receive Staff reports*
 - Ongoing report on programs*
 - Announce upcoming events*
 - *Update on new Integrated Library System (ILS)*
 - *Meet the Staff*
 - *Public announcements*
 - *Future agenda items*
 - *Adjourn*

10. Adjournment.
 - *Motion made to adjourn by Bill Schwab and was seconded by Jerry Hickman, passed unanimously. Meeting adjourned at 7:54 p.m.*

Pat Harris

Chairperson

10/16/14

Date