



**Official Minutes of the Rowlett Public Library Advisory Board**

Thursday, January 12, 2017

Rowlett Public Library

5702 Rowlett Road, Rowlett, TX 75089

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1. Meeting called to order by Chair Jerry Hickman at 6:30 p.m. and determined a quorum was present.
    - *Members present: Jerry Hickman, Bill Schwab, Tana Daniels, Anja Vukich, Deborah Smith and Vicki Stallcup-Causey*
    - *Members absent: N/A*
    - *Staff present: 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 November 10, 2016.
    - *Motion made by Bill S. to accept the November 10, 2016 meeting minutes as written; motion seconded by Tana D.*
    - *Approved 5-0.*
  
  4. Director's Report.
    - *The part-time Children's Librarian vacancy has not been filled. Combined two part-time Children's Librarian vacancies into one full-time position; job is being advertised. Also seeking a part-time Publicity Librarian.*
    - *Marie Stone declined position as Library Advisory Board alternate; currently Anja is the only alternate.*
    - *Review of January and February 2017 program calendars.*
      - *Upcoming January events include Faith-Based Fitness program, Chinese New Year, Lego Day and Black History Month Bookmark Contest*
      - *Upcoming February events include Love Your Library Month and a Home Buying seminar*
    - *Joint City Council work session scheduled with Library Advisory Board on Tuesday, April 4, 2017. Also during the regular Council meeting, proclamation for National Library Week and the anticipated 2016 TMLDA Achievement in Library Excellence Award will be presented.*
  
  5. Update on Radio Frequency Identification (RFID) project.
    - *Made front-page news in the Rowlett Lakeshore Times.*
    - *Denise Perrin, City's Community Relations Manager, included information in the January edition of Rowlett On the Move newsletter*
    - *Still asking for volunteers to assist with RFID roll out in January (week of January 17 or January 23); some training is still needed; Tuesday or Wednesday morning is best.*
  
  6. Update on Library Visioning Task Force activities.
    - *No update except move is tentatively scheduled for August/September 2017 with possible opening in October 2017.*
    - *Staff working with Village of Rowlett developer on construction estimates so that finish-out costs and furnishings budget can be determined.*
    - *Facility design is still in progress. Staff and the Visioning Task Force are working with an architect. A customer service survey was done to see what customers would like in a library.*
    - *Service delivery has been changed to accommodate enhancements and future technology.*

7. 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.
- *Next meeting is Thursday, February 9, 2017.*
8. Future Topics for next meeting.
- *Call to order*
  - *Chair selects voting alternate(s), if necessary*
  - *Consider approving minutes from the previous meeting*
  - *Director's report*
    - *Quarterly update*
  - *Discuss Love Your Library month staff appreciation activities*
  - *Update on Library Visioning Task Force activities*
  - *Public announcements*
  - *Future agenda items*
  - *Adjourn*
9. Adjournment.
- *Motion made to adjourn by Bill S. and seconded by Deborah S.; motion passed unanimously. Meeting adjourned at 7:13 p.m.*

  
Chairperson

9 Feb 2017  
Date