



Official Minutes of the Rowlett Public Library Advisory Board

Thursday, August 10, 2017

Rowlett Public Library

5702 Rowlett Road, Rowlett, TX 75089

1. Meeting called to order by Chair Jerry Hickman at 6:33 p.m. and determined a quorum was present.
 - *Members present: Jerry Hickman, Tana Daniels, Bill Schwab, Deborah Smith, Suzanne Webster and Vicki Stallcup-Causey*
 - *Members absent: Anja Vukich*
 - *Visitors: Leighann Welk*
 - *Staff present: Kathy Freiheit, Director of Library Services and Phil Barott, Information Systems Administrator*
2. Chair selects voting alternate(s), if necessary.
 - *N/A*
3. Consider approving the minutes from the regular meeting held June 8, 2017.
 - *Bill S. moved to approve the June 8, 2017 meeting minutes as written; Tana D. seconded the motion.*
 - *Approved 5-0.*
4. City rental program presentation.
 - *City representative was not available, item may be rescheduled at a later date.*
5. Apollo library catalog presentation.
 - *Phil B. reviewed Apollo library catalog features with Board members.*
 - *Discussion included:*
 - *Brainfuse – online homework help – new service*
 - *Job Now – online job searching, skills and resume help - new service*
 - *Can find information on most frequently checked out items*
 - *Can find new items – pinks means item is checked out and green means item is available*
 - *Staff can input lists for seasonal and other items of interest*
 - *Able to request new items for purchase or interlibrary loan; staff determines if requested items will be added to the collection*
 - *Favorite authors can be selected to allow customers to automatically receive or be put on waiting list for new books*
 - *Last six (6) digits of library barcode can be used to access customer's account; customers can set account preferences also*
 - *Can reserve and bookmark items*
 - *Shows customer's account balance – at \$5 owed, borrowing privileges are suspended*
 - *Can download information to Excel to see lists of books read, items on hold or requested to be held*
6. Director's Report.
 - *Summer Reading Program recap:*
 - *1,505 participants signed up, registrations were down by about 250 compared to last year*
 - *Third Summer Reading Program at current location; staff plan to reinstate a kickoff party next summer. Some GISD schools had their own summer reading programs and GISD offered a bookmobile program this summer.*
 - *June and July gate counts totaled 37,305; over 5,000 more visits than last year*
 - *Tuesdays - Baby Story Time and Little Crazy 8 Math Club*

- *Wednesdays – Toddler Story Time and WOW (Whatever on Wednesday) teen program – kids created a movie and had a premier with refreshments on July 26*
- *Thursdays - Preschool Story Times and afternoon Lego program*
- *Saturday programs:*
 - *August 5th - Decorate notebook for back to school*
 - *August 12th – Scrapbooking*
 - *August 19th – Kickoff to Kindergarten*
 - *August 26th – Homeschooling Help*
- *Self-checkout is 63% of total checkouts*
- *Year-to-date gate count is up 9.5% over last year; circulation is up 2.5%*
- *OverDrive consortium checkouts are up 96.1%*
- *Digital content is 8.8% of total checkouts – DVDs and audiobooks are most used physical materials*
- *Staff currently recruiting to fill three vacancies*
- *Tana D. shared literature and ideas from her visits to other libraries; Kathy will bring Tana’s photos to next meeting*

7. Update on Library Visioning Task Force activities.

- *Kathy will provide updated statistics and review of strategic plan at next meeting*
- *Kathy and staff working with architect on furniture, desks, chairs, service desks and shelving selections*
- *Preliminary construction budget established*
- *Village of Rowlett public parking includes 110 non-restricted spaces*
- *Depending on construction schedule, library move may be postponed to early 2018 for shut down and relocation to new facility*

8. Reminder: Board and Commission applications due by 5 p.m. Thursday, August 31, 2017.

- *Bill S., Tana D., Anja V. and Suzanne W. terms expire September 30th.*

9. 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.

- *North Texas Giving Day – September 14 – Friends of Rowlett Public Library will participate*

10. Future Topics for next meeting.

- *Call to order*
- *Chair selects voting alternate(s), if necessary*
- *Consider approving minutes from the previous meeting*
- *Brainfuse presentation*
- *Library visit photos*
- *Director’s report*
- *Update on Library Visioning Task Force activities*
- *Public announcements*
- *Future agenda items*
- *Adjourn*

11. Adjournment.

- *Deborah S. moved to adjourn the meeting; Tana D. seconded the motion.*
- *Approved 5 – 0.*
- *Meeting adjourned at 7:39 p.m.*


 Chairperson

12 OCT 2017
 Date