



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

Thursday, March 8, 2018

Rowlett Public Library

5702 Rowlett Road, Rowlett, TX 75089

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1. Meeting called to order by Vice-Chair Tana Daniels at 6:30 p.m. and determined a quorum was present.
  - *Members present: Tana Daniels, Bill Schwab, Suzanne Webster, Vicki Stallcup-Causey, Latoya Lewis and Deborah Smith*
  - *Members absent: Jerry Hickman*
  - *Staff present: Mark McAvoy, Assistant City Manager and Kathy Freiheit, Director of Library Services*
2. Chair selects voting alternate(s), if necessary.
  - *Alternate Suzanne W. selected as voting member in Jerry H.'s absence.*
3. Consider approving the minutes from the regular meeting held February 8, 2018.
  - *Bill S. moved to approve the February 8, 2018 meeting minutes as written; Suzanne W. seconded the motion.*
  - *Approved 5-0.*

Deborah Smith arrived at 6:38 p.m.

4. Discuss public engagement and outreach efforts for the City comprehensive plan and strategic plan.
  - *Assistant City Manager Mark McAvoy presented Imagine Rowlett, a two-faceted planning process to update the City's comprehensive plan and strategic plan.*
  - *An online survey, plus several meetings are opportunities for citizens to provide feedback on how they envision Rowlett in the next 10 to 20 years.*
  - *Members of boards and commissions are encouraged to be ambassadors and share this information with friends and neighbors; would like as much citizen input as possible.*
5. Discuss information for Joint Work Session with City Council on April 3, 2018.
  - *Kathy F. will email members with joint work session start time when agenda has posted.*
  - *Jerry H. will present a slideshow on 2017 accomplishments and 2018 plans.*
  - *At the regular Council meeting beginning at 7:30 p.m., a National Library Week proclamation will be made and the 2017 Achievement of Excellence in Libraries Award will be presented.*
  - *Remember to wear library polos.*
6. Director's Report.
  - *The new facility is to be turned over for Library move-in by May 4th; furniture and shelving installation starts the week of May 7th*
  - *Last day of service at current location is Saturday, May 5th; Library will re-open Wednesday, June 6th at Main Street location*
  - *Summer Reading Program begins Monday, June 11th*
  - *At Staff Development Day in February, new location and future processes were discussed; Bill S. provided pizza*
  - *Grand Re-Opening event to be held in the fall*
  - *Staff will be working with Advisory Board on recommended new policies*
  - *Board members asked to monitor their social media accounts for library-related concerns*
  - *Strategic Plan update, activities included:*

- Several diversity programs
- Youth programs for sensory development
- Outreach visit to Evergreen
- Streamlined adult tech education sign-up process
- June 2017 - Replaced eight public computers, with five more awaiting installation at new location; also purchased new monitors and recycled old monitors
- Online catalog updated
- Quarters 1 & 2 – needs assessment for new facility
- City is updating website
- Overview of March activities, upcoming programs include:
  - March 10 – Music with Rochelle Rabouin
  - March 17 – St. Patrick’s Day Story Time and Craft
  - March 24 – “Bored” Games
  - March 31 – Buying and Selling Your Home with Realtor Pamela Bell
  - Spring Break March 12 – 16 – Afternoon activities scheduled each day
- Upcoming April activities include:
  - April 7 – Introduction to Essential Oils
  - April 14 – Mario Kart tournament
  - April 21 – Earth Day Story Time and Craft
  - April 28 – Bricks and Books

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.

- Friends of the Rowlett Public Library annual meeting at 6:30 p.m. on Tuesday, March 27; guest speaker Laura Hartley, author of “A Home Within the Wilderness”
- No May meeting due to library move

8. Future Topics for next meeting.

- Call to order
- Chair selects voting alternate(s), if necessary
- Consider approving minutes from the previous meeting
- Recap of the Joint Work Session with City Council on April 3, 2018
- Director’s report
- Public announcements
- Future agenda items
- Adjourn

9. Adjournment.

- Bill S. moved to adjourn the meeting; Deborah S. seconded the motion.
- Approved 5 – 0.
- Meeting adjourned at 7:25 p.m.

  
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 Chairperson

April 12, 2018  
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 Date