



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

Thursday, November 8, 2018

Rowlett Public Library – Class / Board Room  
3900 Main Street, Suite 200, Rowlett, TX 75088

1. Meeting called to order by Vice-Chair Tana Daniels at 6:33 p.m. and determined a quorum was present.
  - *Members present: Tana Daniels, Bill Schwab, Deborah Smith, Vicki Stallcup-Causey, LaToya Lewis and Amber Reece*
  - *Members absent: Suzanne Webster*
  - *Staff present: Kathy Freiheit, Director of Library Services*
2. Chair selects voting alternate(s), if necessary.
  - *Alternate LaToya L. selected as voting member in Suzanne W. absence.*
3. Consider approving the minutes from the regular meeting held September 13, 2018.
  - *Bill S. moved to approve the September 13, 2018 meeting minutes as written; Deborah S. seconded the motion.*
  - *Approved 5-0.*
4. Around the table introductions by members.
  - *Brief introductions made by members.*
5. Election of Chair and Vice-Chair for FY2019.
  - *Deborah S. nominated Tana D. for Chair position; seconded by Vicki S. Approved 5-0.*
  - *Deborah S. nominated Bill S. for Vice-Chair position; seconded by LaToya L. Approved 5-0.*

Tana D. continued conducting meeting as new Library Advisory Board Chair.
6. Appointment of Recording Secretary for FY2019.
  - *Deborah S. nominated Vicki S. for Recording Secretary position; seconded by LaToya L. Approved 5-0.*
7. Library Advisory Board orientation presentation by Staff Liaison.
  - *Reminder: Open Meetings training deadline for new and reappointed Board members: completion certificates must be turned in to City Secretary's Office by Wednesday, November 14, 2018.*
  - *Kathy's PowerPoint presentation included information on:*
    - *Role of the staff liaison*
    - *Members' role and responsibilities*
    - *Regular meeting schedules*
    - *Board members affect change via the Director rather than Library staff*
    - *New layer of management under City Manager Brian Funderburk*
    - *Overview of Library Strategic Plan*
    - *Texshare Value Report; available resources online*
    - *Service initiatives: hoopla; OverDrive and Brainfuse*
    - *Apollo library catalog and its resources*
8. Discuss "sister library" concept.
  - *Tana D. described trip to Tanneyhills Community Library in Branson, Missouri.*
  - *Discussion ensued on what could be offered in partnership: Exchange videos of story time programs? Donate Legos? Collaborative programs?*
  - *Kathy F. will finish letter of partnership, sign and have Tana sign, then send to Tanneyhills Community Library.*

9. Director's Report.
- *Book Club Café should open early 2019*
  - *New facility next door has applied for beer/wine license; potential problem in keeping alcohol out of the library*
  - *Main Street Book Club kicked off; requesting volunteers to lead meetings*
  - *Overview FY 2018 stats*
  - *Gaming night*
  - *Veteran event – author visit by Stan Corvin, Jr.*
  - *November is NaNoWriMo, National Novel Writing month*
  - *GED graduate celebration – Kindle Brannon*
  - *GED Coordinator Sherry Wiley will resign December 31, 2018*
  - *Applying for 2018 Texas Achievement of Excellence, have received for 13 consecutive years*
  - *Video camera and PA system being researched*
  - *Final resolution on furniture issues still pending*
  - *Afterschool dynamics and DART issues*
  - *New Board member*
  - *Update of Library Policy manual*
10. Library policy manual review and discussion:
- a) *Objectives*
- b) *Accreditation and Standards*
- *Reviewed documents, comments made; Kathy will make formatting changes and email copy to Board members.*
  - *Laura Tschoerner and Kathy F. will work on general policies section (circulation) for discussion at January meeting.*
  - *Phil Barott will rework collection policies for discussion in February.*
11. 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.
- *N/A*
12. Future Topics for next meeting.
- *Call to order*
  - *Chair selects voting alternate(s), if necessary*
  - *Consider approving minutes from the previous meeting*
  - *Follow-up on "sister library" concept*
  - *Library Director's report*
  - *Library policy manual review and discussion*
  - *Public announcements*
  - *Future agenda items*
  - *Adjourn*
13. Adjournment.
- *Tana D. moved to adjourn the meeting; Deborah S. seconded the motion.*
  - *Approved 5 – 0.*
  - *Meeting adjourned at 8:21 p.m.*

  
Chairperson

  
Date