



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

Thursday, January 10, 2019

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

1. Meeting called to order by Chair Tana Daniels at 6:32 p.m. and determined a quorum was present.
  - *Members present: Tana Daniels, Bill Schwab, Deborah Smith (arrived at 6:36 p.m.), 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 Amber Reece selected as voting member in Suzanne W.'s absence. Alternate LaToya Lewis selected as voting member in Deborah Smith's absence.*
3. Consider approving the minutes from the regular meeting held November 8, 2018.
  - *Bill S. moved to approve the November 8, 2018 meeting minutes as written; Vicki S. seconded the motion.*
  - *Approved 5-0.*
4. Follow-up on "sister library" concept.
  - *Received reply from Tanneyhills Community Library, asking if they could sell the donated Legos in their thrift store as sales funds their operations; Board members were agreeable to this.*
  - *Kathy F. will box and ship the donation.*
  - *Rowlett Library staff would be open to sharing programming ideas with Tanneyhills volunteers/staff.*
5. Director's Report.
  - *Kathy asked members to please send polo shirt sizes.*
  - *Application was submitted in December for the Texas Municipal Library Directors Association's 2018 Achievement of Excellence in Libraries award.*
  - *Kathy reviewed First Quarter 2019 library statistics; she will check on tracking Wi-Fi usage on the report.*
  - *Completion of coffee shop finish-out projected by mid-February or March.*
  - *Upcoming activities:*
    - *January 12 – Friday afternoon movie is "Frozen."*
    - *January 19 – Book Talk with Kathie Truitt and Arcade (video games) Saturday*
    - *January 26 – Black History Month contest entries due*
    - *February 2 – Crafts for Black History Month*
    - *February 9 – Design your own Valentine craft*
    - *February 16 – Random Acts of Kindness, assembling goody bags for giveaway to needy*
    - *February 18 – Love on a Leash, reading therapy dogs*
    - *February 23 – Pokémon movie and craft*
    - *February is Black History month*
    - *February is Love Your Library month*
      - *\$50 gift card prize drawing for people who leave comments about how/why they love their library on the Library's Facebook page*
      - *Thursday, February 14 – Bill S. will provide pizza and Vicki will provide cookies for staff*
6. Library policy manual review and discussion.
  - *Kathy reported that City Council has approved a revised strategic plan for the City; department heads and management staff are meeting every other week to create workplans for each strategic priority.*

- *City also purchased new software which will be used with the strategic plan to report performance metrics; many of these measures will be available for viewing by the public. Software also includes an employee performance evaluation component which will be implemented soon.*
  - *Kathy asked for postponement of the policy manual discussion to next month; Information Systems Supervisor Phil Barott will present a draft collection development policy for Board discussion.*
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.
- *Deborah S. is participating in the Texas Parks and Wildlife Department's Master Naturalist program.*
8. Future Topics for next meeting.
- *Call to order*
  - *Chair selects voting alternate(s), if necessary*
  - *Consider approving minutes from the previous meeting*
  - *Library Director's report*
  - *Library policy manual review and discussion*
  - *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 7:20 p.m.*

Tara Daniels  
Chairperson

2/14/19  
Date