



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

Thursday, February 14, 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 6:30 p.m. and determined a quorum was present.
  - *Members present: Tana Daniels, Deborah Smith, Vicki Stallcup-Causey, Suzanne Webster and Amber Reece (arrived at 6:39 p.m.)*
  - *Members absent: Bill Schwab and LaToya Lewis*
  - *Staff present: Kathy Freiheit, Director of Library Services and Phil Barott, Information Systems Administrator*
2. Chair selects voting alternate(s), if necessary.
  - *Alternate Amber R. selected as voting member in Bill S.'s absence.*
3. Consider approving the minutes from the regular meeting held January 10, 2019.
  - *Deborah S. moved to approve the January 10, 2019 meeting minutes as written; Suzanne W. seconded the motion.*
  - *Approved 5-0.*
4. Director's Report.
  - *Kathy reported donated Legos have been shipped to Tanneyhills Community Library.*
  - *For Valentine's Day, Bill S. provided pizza; Vicki C. and Deborah S. brought cookies and cupcakes for staff.*
  - *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.*
  - *Upcoming activities:*
    - *Ongoing weekly programs: Story Times, Whatever on Wednesdays (W.O.W), Crazy 8s math clubs and Friday Flicks*
    - *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*
    - *March 9 – International Women's Day, a panel of guests will discuss their paths to power*
    - *Spring Break in March – daily programs at 2 p.m.:*
      - *March 11 – "Bored" games*
      - *March 12 – Afternoon A-Maze-Ment (mazes)*
      - *March 13 – Legos*
      - *March 14 – Pi Day*
      - *March 15 – Friday Flicks*
    - *March 16 – St. Patrick's Day craft*
    - *March 23 – STREAM, Explore Science, Technology, Reading, Engineering, Arts and Mathematics in fun new ways*
    - *March 30 – Understanding Long Term Care – What It Is and how It Works with New York Life*
    - *April 2 – Library Advisory Board annual joint work session with City Council; start time varies, usually between 5 – 6 p.m.; Kathy will email Board members with time when agenda has posted*
5. Library policy manual review and discussion.
  - *Information Systems Administrator Phil Barott led overview of collection development policy updating process.*
  - *Tried to give enough details without being totally exhaustive.*

- *Tried to not address items that change often; kept broad.*
- *Paragraph by paragraph critique and rewording of each section.*
- *Phil will do the edits and provide updated verbiage to Board by March 7*
- *Next sections to be edited will be:*
  - *Weeding*
  - *Requests for Reconsideration*
  - *Appendices*
- *Kathy will email the American Library Association's Library Bill of Rights and Freedom to Read/View statements.*

6. 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*

7. 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*

8. Adjournment.

- *Deborah S. moved to adjourn the meeting; Vicki C. seconded the motion.*
- *Approved 5 – 0.*
- *Meeting adjourned at 7:47 p.m.*

Tara Daniels  
Chairperson

3/14/19  
Date