



LIBRARY ADVISORY BOARD MINUTES

Our Vision: A well-planned lakeside community of quality neighborhoods, distinctive amenities, diverse employment, and cultural charm. Rowlett: THE place to live, work and play.

Thursday, June 13, 2019

6:30 p.m.

Rowlett Public Library
3900 Main Street

1. Meeting called to order by Vice-Chair Bill Schwab at 6:30 p.m. and determined a quorum was present.
 - *Members present: Bill Schwab, Vicki Stallcup-Causey, Suzanne Webster, LaToya Lewis and Deborah Smith (arrived at 6:34 p.m.)*
 - *Members absent: Tana Daniels and Amber Reece*
 - *Staff present: Elise Bowers, Neighborhood Life Coordinator, Phil Barott, Information Systems Administrator and Kathy Freiheit, Director of Library Services*
2. Chair selects voting alternate(s), if necessary.
 - *Alternate LaToya Lewis selected as voting member in Tana Daniels' absence.*
3. Consider approving the minutes from the regular meeting held May 9, 2019.
 - *Suzanne W. moved to approve the May 9, 2019 meeting minutes as written; LaToya L. seconded the motion.*
 - *Approved 5-0.*
4. Presentation on "Adulting 101" class (Elise Bowers, Neighborhood Life Coordinator).
 - *City Council asked for a class like the City Academy for young adults ages 17 – 20; registration is required, max 30 participants.*
 - *Four sessions on Tuesdays (9, 16, 23 and 30) in July from 10:30 a.m. to 1:30 p.m.; lunch provided.*
 - *Topics include:*
 - *Cost of Civilization*
 - *Police Encounters*
 - *DART on Out*
 - *Keep Your Coin\$*
 - *Please share with interested parties; for more information, contact Elise.*
5. Recap from Joint Work Session with City County on April 2, 2019.
 - *Tana presented PowerPoint to Council; good dialog ensued, Kathy F. confirmed work session went well.*
6. Library Director's report.
 - a) *Kathy presented Quarter 2, FY2019 Library statistics:*
 - I. *Gate counts up, program attendance increased 75% over same period last year*
 - II. *Reference questions down*
 - III. *Items checked out increased 2%*
 - IV. *New borrower cards up 55.4%*
 - V. *OverDrive use up 32.6%, Hoopla 17.9% and Brainfuse 7%*
 - VI. *Public computer usage steady*
 - VII. *Volunteer hours down*
 - b) *Summer Reading Program:*
 - I. *Early registration began May 25, last day to turn in reading logs is July 27*

- II. School age programs – Tuesdays at 2 p.m. at Rowlett Community Centre
- III. Friday Flicks at 2 p.m.
- IV. Saturdays – “Krafternoon” family craft programs at 2 p.m.

c) Library infographic

- I. Board reviewed a draft “Infographic,” Kathy asked for feedback at next meeting, including ideas for additions to the graphic.

d) “Little Libraries” project

- I. Plans have changed for this Leadership Rowlett project; there were concerns over viability in proposed park locations (i.e., subject to vandalism, potential for inappropriate materials)
- II. Alternative locations are being sought; volunteers might possibly be needed to assist in monitoring or maintaining the “little libraries.”
- III. Discussion ensued; Kathy made a list of suggested locations to share with Leadership Rowlett contacts.

e) Library security

- I. May 17 staff development discussions topics included issues with transients, crisis intervention, active shooter situations, staff defenses and building security.
- II. Keypads were installed on doors to staff area.
- III. Video camera and public address system installations are complete; Phil Barott demonstrated camera footage to Board members.

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.

- Members up for reappointment need to complete application and submit to City Secretary’s Office; applications are available in paper and online.
- Board does not meet in July, next meeting will be Thursday, August 8.

8. Future Topics for next meeting.

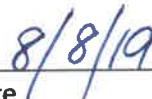
- Call to order
- Chair selects voting alternate(s), if necessary
- Consider approving minutes from the previous meeting
- Library infographic feedback
- Policy manual
- Library benchmarking slides (Tana Daniels)
- Library Director’s report
- Public announcements
- Future agenda items
- Adjourn

9. Adjournment.

- Vice-Chair Bill Schwab adjourned meeting at 7:33 p.m.



Chairperson



Date