



## 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, September 12, 2019

6:30 p.m.

Rowlett Public Library  
3900 Main Street

1. Meeting called to order by Chair Tana Daniels at 6:30 p.m. and determined a quorum was present.
  - *Members present: Tana Daniels, Bill Schwab, Vicki Stallcup-Causey, Suzanne Webster, Amber Reece and LaToya Lewis*
  - *Members absent: Deborah Smith*
  - *Council Liaison: Councilmember Pamela Bell*
  - *Staff present: Elise Bowers, Neighborhood Life Coordinator and Kathy Freiheit, Director of Library Services*
2. Chair selects voting alternate(s), if necessary.
  - *Alternate LaToya L. selected as voting member in Deborah S.'s absence.*
3. Citizens' Input.
  - *Kathy explained House Bill 2840, effective September 1, 2019. "The bill amends the Texas Open Meetings Act to provide that a governmental body shall allow each member of the public who desires to address the body regarding an item on an agenda for an open meeting of the body to address the body regarding the item at the meeting before or during the body's consideration of the item. Before the passage of the bill, the public had only the right to observe rather than speak at an open meeting of a governmental body."*
  - *This item will be included on future Library Advisory Board agendas.*
  - *Speakers will be asked to complete a Visitor Card prior to the beginning of the Citizens' Input agenda item.*
  - *There will be a three-minute limit to speak and no action can be taken on the matter by the Board, save for consideration as a future agenda item.*
4. Consider approving the minutes from the regular meeting held August 8, 2019.
  - *Bill S. moved to approve the August 8, 2019 meeting minutes as written; Suzanne W. seconded the motion.*
  - *Approved 5-0.*
5. Around the table introductions by members and new Council Liaison Pamela Bell.
  - *Brief introductions made by newly appointed Council liaison Pamela Bell and Board members.*
6. Presentation on upcoming Neighborhood Life programs (Elise Bowers, Neighborhood Life Coordinator).
  - *Elise Bowers addressed the Commission on three upcoming Neighborhood Life department events:*
    - *Neighborhood Summit – City of Rowlett is partnering with the Cities of Garland and Plano for this leadership meeting. Program is designed to "strengthen your communities, engage with your neighbors and plan for the future." Learn new ideas at this free program. Pre-conference mixer on Friday, November 8. On Saturday, November 9, bus transportation will be provided from City Hall at 7:30 a.m. (returning to City Hall 1:30 p.m.).*
    - *HOA Legal Clinic – City of Rowlett is partnering again with the Cities of Garland and Plano to host the 2020 HOA Legal Clinic. "Neighborhood representatives from both mandatory and voluntary groups*

are encouraged to attend. Speakers will include attorneys, bank representatives, community managers, and more." Scheduled Saturday, March 7, 2020.

- *Neighborhoods USA (NUSA) – "Another opportunity to get great ideas and connect with other neighborhood leaders across the United States is 'Neighborhoods USA.' There is no fee to join for neighborhood groups, HOA's and individuals. Plus, you get access to all of the great archives of information online." The Annual NUSA conference will be held in Little Rock, Arkansas from May 20-23, 2020. NUSA is also hosting a youth conference open to teens ages 13-18. City needs ten people to partner with Garland and Plano; bus transportation will be provided to Little Rock.*

7. Library policy manual review and discussion.

- *Bill S. read draft Section 7 (public computer and wireless policy); rewording and reformatting suggestions made.*
- *Information Systems Administrator Phil Barott will serve as staff liaison in Kathy's absence at next month's regular meeting; final draft copy of the revised policy manual will be included in the packet mailing; Phil will address any questions and see to any requests for further changes.*
- *Pending final review by the Board, document will be forwarded to City Attorney for legal review and approval.*
- *Policy manual will be presented to Council at an upcoming work session for discussion and possible approval; Kathy will notify Board members of scheduled date and time for the work session.*

8. Library Director's report.

- *New STEM café afterschool program is presented Monday through Thursday at 4 pm.*
- *Friday Flix at 3:30 pm each Friday.*
- *Saturday, September 21 at 2 pm is Talk Like a Pirate Day program.*
- *GED and ESL class schedules are on back of program calendars.*
- *New ESL class on Saturdays led by a new volunteer tutor.*
- *Upcoming October programs:*
  - *City's "Taste of DiverCity" from 11 am – 2 pm on Saturday, October 5<sup>th</sup>*
  - *Saturday, October 12<sup>th</sup> at 2 pm, the Halloween pasta skeletons craft*
  - *Saturday, October 19<sup>th</sup> at 2 pm, Family Story Time*
  - *Saturday, October 26<sup>th</sup> at 2 pm, the movie, Harry Potter and the Chamber of Secrets*
- *Two uniformed police officers helping to manage afterschool crowds, on duty from 3-6 pm daily.*
- *Three library staff vacancies just before school started; working to replace them.*
- *Discussed TexShare resources.*
- *Tuesday, September 17, 2019, Council approval of FY 2020 proposed budget; includes additional 10 hours for one existing library assistant position; new property tax limits may require cities to hold budget referendum annually.*
- *City facilities assessment project is starting up; library staff met with consultants and are currently in data gathering phase.*
- *Save the Date: Wednesday, October 16, 2019 – Upcoming Library Facilities Needs Focus Group meetings at 1 pm and 6:30 pm.*

9. Discuss and confirm Board participation in "Taste of DiverCity," Chamber "Taste and Trade," and "Trunk or Treat" events.

- *"Taste of DiverCity" on Saturday, October 5, from 11 am to 2 pm; Suzanne W. and Tana D. will join Jerry Hickman at Library's booth showcasing diversity resources.*

- *"Trunk or Treat" on Saturday, October 26, from 5 – 8 pm; Library staff have been working with Neighborhood Life, Economic Development and Parks Department staff in planning for the event; Library is in charge of managing the "trunks."*
- *Arts and Humanities Commission, Councilmember Pamela Bell, Library and other non-profit organizations will host "trunks" for candy and treat distribution; prize will be awarded for best decorated trunk.*
- *Kathy asked for help with the Library's "trunk"; Deborah S., LaToya L. and Suzanne W. volunteered to assist.*
- *Chamber "Taste and Trade" on Monday, November 4, from 5:30-8 pm at Rowlett High School. Tana D., Deborah S., Bill S. and Vicki C. will host the Library booth; volunteers should arrive at 5 pm.*
- *Elise Bowers had expressed need for additional entries for "Scarecrows on Main Street" event; will discuss board participation at October 10 regular LAB meeting.*

10. 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.

- *Keep Rowlett Beautiful, Rowlett Recycles Day on Saturday, October 19 from 9am- 1pm in the Rowlett High School parking lot. Free to Rowlett residents.*

11. Future Topics for next meeting.

- *Call to order*
- *Chair selects voting alternate(s), if necessary*
- *Citizens' Input*
- *Consider approving minutes from the previous meeting*
- *Library policy manual review and discussion*
- *Library Director's report*
- *Recap of "Taste of DiverCity" event*
- *Confirm Board member participation at "Trunk or Treat" and Chamber's "Taste and Trade" events*
- *Public announcements*
- *Future agenda items*
- *Adjourn*

12. Adjournment.

- *Chair Tana Daniels adjourned meeting at 7:38 pm*

*Tana Daniels*

Chairperson

*10-10-19*

Date