



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, October 10, 2019

6:30 p.m.

Rowlett Public Library - 3900 Main Street

1. Meeting called to order by Chair Tana Daniels at 6:31 p.m. and determined a quorum was present.
 - *Members present: Tana Daniels, Bill Schwab, Vicki Stallcup-Causey, and Suzanne Webster*
 - *Members absent: Deborah Smith, Amber Reece and LaToya Lewis*
 - *Visitors: Cheyanne Rolf*
 - *City Council Liaison: Pamela Bell (arrived at 6:45 p.m.)*
 - *Staff present: Phil Barott, Information Systems Administrator*
2. Chair selects voting alternate(s), if necessary.
 - *N/A – both alternate members were absent.*
3. Citizens' Input.
 - *N/A*
4. Around the table introductions by members (if needed).
 - *N/A*
5. Election of Chair and Vice-Chair for FY2020.
 - *Item tabled until November meeting.*
6. Appointment of Recording Secretary for FY2020.
 - *Item tabled until November meeting.*
7. Consider approving the minutes from the regular meeting held September 12, 2019.
 - *Bill S. moved to approve the September 12, 2019 meeting minutes as written; Suzanne W. seconded the motion.*
 - *Approved 4-0.*
8. Library policy manual review and discussion.
 - *Phil presented final draft manual; review opened by Bill S., discussion ensued.*
 - *Bill S. moved to present proposed Library policy manual to City Attorney for review; Tana D. seconded.*
 - *Approved 4-0.*
9. Library Director's report.
 - *Phil reported Lauren Osborne hired as Children's Librarian and Megan Bryant hired as Publicity Librarian; Library is again fully staffed.*
10. Recap of "Taste of DiverCity" event held October 5, 2019.
 - *Suzanne W. attended and suggested having a book sale next year; good turnout.*

11. Discuss and confirm participation in upcoming events:
- a. "Scarecrows on Main Street" event, "stuffing day" on Sunday, October 20, 2019 from 2 – 5 p.m.
 - i. *Library Board members decided not to participate in "Scarecrows on Main Street"*
 - b. "Trunk of Treat" event on Saturday, October 26, 2019 from 5 – 8 p.m.
 - i. *Vicki C. will not be able to attend due to conflict; Suzanne W. plans to attend*
 - c. Rowlett Chamber of Commerce's "Taste and Trade" event on Monday, November 4, 2019 from 5:30 – 8 p.m.
 - i. *Bill S. and Tana D. plan to attend*
12. Reminder: Library Facilities Assessment Project, Stakeholders' Focus Group Meetings on Wednesday, October 16, 2019 at 1 p.m. and 6:30 p.m.
- *Bill S. and Vicki C. will be attending.*
 - *Bill S. will take some notes for next Board meeting.*
 - *Encouraged members' attendance for "wishlist" input.*
13. 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.*
 - *City Council Liaison Pamela Bell asked to be added to November agenda.*
14. Future Topics for next meeting.
- *Call to order*
 - *Chair selects voting alternate(s), if necessary*
 - *Citizens' Input*
 - *Around the table introductions by members (if needed)*
 - *Election of Chair and Vice-Chair for FY2020*
 - *Appointment of Recording Secretary for FY2020*
 - *Consider approving minutes from the previous meeting*
 - *Library Director's report*
 - *Update from City Council Liaison Pamela Bell*
 - *Recap participation in past events:*
 - *"Trunk or Treat" event*
 - *Chamber of Commerce's "Taste and Trade" event*
 - *Recap of City of Rowlett Facilities Assessment Public Focus Group Meetings held October 16, 2019*
 - *Public announcements*
 - *Future agenda items*
 - *Adjourn*
15. Adjournment.
- *Chair Tana Daniels adjourned meeting at 6:56 pm*

Tana Daniels

Chairperson

11/14/19

Date