

**Red Oak Public Library Advisory Board  
Meeting Minutes  
April 3, 2008**

The regular meeting of the Red Oak Library Board was held in the Red Oak Municipal Building at 6:00 pm

In attendance: Robyn Bryant, Library Director, and members Ruth Douthit, Gloria Evans, Mary Leggitt, and Deborah Wooley.

Not present: Tamera Moses, and new members Amy Hedkte and Robert Schamel.

Notice of Resignation: Renee Hogan

**Call to Order:** Ruth called the meeting to order at 6:00 pm, declaring a quorum and that the meeting had been properly posted.

**Approval of Minutes:** The minutes of the meeting held on February 12, 2008 were approved. It was noted that Robert Schamel is a Waxahachie resident and is probably not able to serve on the Board.

**Orientation of New Board Members:** Robin has several copies of the Advisory Board books and again encouraged those who have not completed the on-line training to do so.

**Old Business:**

A. Mary reviewed a conversation she had with the previous Library Director, Cami Loukes, to locate the Library's banner and the event canopy. The canopy has been found, but our banner is still missing. It was suggested that we purchase a new banner so that it is available for the Founders' Day program. Cost is about \$85.00

B. The drop box has not yet been set up, though the concrete pad has been poured. Robyn has been asking city employees regularly to try to get the box installed. It is to be placed at the end of the sidewalk, just north of the letter box, and accessible to drop off books from a car.

C: Gloria got information from Cami regarding establishing a LEAF, Library Education and Arts Foundation, for Red Oak. The Federal EIN number has been assigned (02-077787) and the next step is to apply for 501C3 status using the appropriate government forms. The cost is \$500.00 if we apply prior to July 1, 2008, and \$750.00 after that. The narrative outlining the Mission, Vision and Commitment for LEAF have been done. It was suggested that we talk to Scott Albert (City Manager) and get some direction from him re establishing a foundation. We need to determine what the benefit to the Library and to the City of Red Oak is with a LEAF.

D. To improve attendance, changing the story time to 3:00 pm on Saturday was considered. Both Deborah and Mary would be able to help with this.

E. Mary requested that we have an updated membership list for the next meeting.

**New Business:**

A. The Northeast Texas Library Systems (NETLS) meeting is May 13, 2008 in Carrollton for the NETLS advisory council. There are presently two slots open on the council. Gloria and Robyn will attend this meeting.

B. The need for citizen volunteers was discussed. Volunteers would be welcomed as support for fund raising and other activities and projects. Occasionally, the Library needs volunteers for assisting everyday activities in the Library space. We will continue to review ways in which we can attract volunteers, such as a Friends of the Library group.

C. Ruth introduced discussion concerning the size of the Library and the need for more room for work space, storage, library programs, reading areas, and for books and periodicals. It was decided that we talk to Scott Albert about relocating the Library to a larger site, such as the old Red Oak Elementary School.

D. Ruth asked each Board Member to identify a goal for the Board for the year. Goals are as follows:

1. Mary: Would like to see the Library as a "presence" on Founders' Day with a large booth identifying the Library, with handouts and information, and with a large number of books for sale. She suggested having patrons able to fill a plastic bag with books for five dollars.

2. Gloria; Wants to develop a grants writing program to raise money for the Library. She wants to know if we will continue to pursue the concept of the Foundation.

3. Ruth: Wants the Library to be more visible to the public, to have information available to everyone, to "flood the market" with flyers about programs.

4. Other ideas included:

- a. A guided genealogy program for tracing your family tree;
- b. An adult literacy program, for those learning to read/speak English;
- c. Developing job skills, resume writing, job application;
- d. Teaching Red Oak City history;
- e. Seminars to share history.

5. Fund raising ideas brought up were:

- a. A raffle, and
- b. A shopping spree at Brookshires.

**Adjournment:** The meeting was adjourned at 7:45 pm

The next meeting will be held on Wednesday, May 7, 2008 at 7:00 pm in the Library.

Submitted by Mary Leggitt, for Tamera Moses, Secretary

Approved By the Board \_\_\_\_\_ 2008

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Board President