

FRIENDS OF the LIBRARY BOARD MEETING MINUTES

July 15, 2020, 3:00 PM

The purposes of this corporation are:

- to promote public use of the Mammen Family Public Library;
- to develop appreciation of its value as a cultural and educational asset to the community;
- to supplement library services and materials beyond the library's normal operating budget,
- and to encourage the extension and improvement of its services.

The corporation also supplements the library's mission to provide an environment that inspires a life-long love of learning with programs and activities that make available educational and cultural opportunities not normally accessible to members of the community.

Call to order/ verify quorum – Suzanne Kratz called the meeting to order and verified a quorum at 3:05 pm. Present were Board Members Suzanne Kratz, Dale Pillow, Mary Lu Zellers, Susan Shapiro, Anne-Marie Kimbell, and Deborah Halsted. Also attending were Linda Quintero, Susan Herr, Donna Harris, Michelle Grauerholz, and Mary Catherine Cole.

Introduction of Guests: none.

Opening Remarks – none.

Approval of previous minutes – Mary Lu Zellers made a motion to approve the June minutes with minor edits; approve; Dale seconded; all approved.

Official Ratification of Mask Vote (\$100) – We had an e-mail vote that we want to register in the minutes. We had an e-mail vote, approved, to allocate \$100 to be spent on masks to be handed out to library patrons who need them at the library.

BARLD Report – Donna Harris reported that the trustees are working to support the library activities at this time. Next meeting they plan to go through financial rules and regulations to ensure they are up to date.

Foundation Report – Dale reported they have not yet met since last FOL meeting. They are looking to expand their board membership.

Library Director's Report – Susan H. reported we are in the middle of summer reading. (Children's through middle of August; adult through end of July). Administrative team met yesterday to reassess their current strategy given the COVID restrictions. Now that voting is out of room A, they plan to open it up for Wi-Fi use until 5:45 p.m. Susan is also continuing

to work on the strategic plan. We did not get the Texas CARES grant. She is finishing up the purchasing for the Maker Space grant, which ends at the end of August.

Treasurer report - Dale P. thanked Linda for all she does working with the financials. We did have some Book Nook sales in June so were able to give some money to the library. Dale discussed the June financials. Sales tax report will be filed by July 20. We are encouraged to be sure when purchasing anything for the library that we follow procedures to purchase using our tax-exempt status or, if purchasing from Amazon, use the Amazon Prime account to receive free shipping, whichever is better. Linda and Dale plan to review our document policy in consideration of what/how long to keep some of the documents that are stored at the library. We have requested an extension for Form 990.

Communications – Nothing to report.

Committee Reports – Included in pre-meeting information with agenda.

Old Business – None to discuss.

New Business

A. Review Financial Management Policy and Credit Card usage -Suzanne asked members to review this policy. Discussed credit card usage, practices, and where they are kept.

B. Discuss process for updating minutes and agenda on website – These will be sent to Bethany more frequently.

C. Discuss and Vote on \$500 for automated hand sanitizer – Dale motioned that we approved the expenditure of up to \$500 for an automated hand sanitizer stand and sanitizer for the library. Mary Lu seconded; motion passed.

D. Discuss status of grants – Dale discussed area grant options for this year and next. We plan to apply to Minnie Piper Stevens for use with digital library resources.

E. Discuss Book Nook Bag Sale – Books will be grouped by genre or type and put into bags priced from \$1.00 - \$5.00. Sale will be held weekend of July 31 – Aug. 1 from 10 am – 4 pm in meeting room A. We will need 12+ people to work the sale. Linda will send out a sign-up request for shifts.

Calendar Review – Completed.

Adjournment at 4:07 p.m.

Respectfully submitted,
Anne-Marie Kimbell,
FOL Co-Secretary

Approved: September 15, 2020

