

**FRIENDS OF the LIBRARY BOARD MEETING MINUTES**

**Oct. 21, 2020 3:00 PM**

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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 called the meeting to order and verified a quorum at 3:01 p.m. In attendance were FOL Board members Suzanne K., Dale P., Athena H., Mary Lu Z., Anne-Marie K., and Deborah H. Absent were Eric Renth and Susan Shapiro. Also in attendance were Linda Quintero, Special Assistant to the FOL Board, Donna Harris and Susan Herr.

Introduction of Guests – Mary Catherine Cole and Bethanie Corder attended as guests.

Opening Remarks – none.

Approval of previous minutes - Deborah H. motioned to approve the September meeting minutes; Dale seconded; all approved.

BARLD Report: Donna H. reported that they have a board meeting today at 3:30 (Meetings are now on the first Wednesday following the 3<sup>rd</sup> Monday). The library audit has been completed, and they will meet with the auditor soon to review. They are still planning a meeting to review and update policies.

Foundation Report: Dale P. reported that at their last meeting they discussed putting up a kiosk at a location north of the library. Dale wrote a letter (from the Foundation and the Friends) to Dollar General at 281/306 and asking about the possibility of placing a library kiosk on their property.

Library Director's Report: Susan H. reported that the library is now open daily with senior hour in the morning. They have rearranged recently, moving the circulation desk away from the front door. Seems to be going well. Susan will be on vacation for the next week. Programming is still online but going well. They have some new digital resources, including the Cloud library; Susan is working on importing data to automate use of the Cloud library. New staff person for Adult Programming is Ashley.

Treasurer report: Dale reviewed the financials (included in the attachments). We received additional Big Give funds after the last meeting and are expecting a matching amount as well. We also received an additional \$650 in memorial funds for Lee Franzel. Discussion of how library and Friends handle memorial funds; this will be discussed further at the BARLD meeting later today. We will use the leftover HEB money from the Grand Opening for the Holiday Tea. Dale motioned that the Treasurer reports be approved; Suzanne seconded; all approved.

Communications: Nothing new to report.

Committee Reports (included with agenda):

Discussed 2020 lower income for Book Nook due to COVID-19 and impact on financial status.

Old Business

- Status of Plaque for Lee Franzel – Suzanne attended trustee meeting last month when library memorial donations were discussed. They are recommending pavers. Linda will discuss with Carrie Franzel how we use the additional funds.
- Status of Chamber directory: Suzanne called the chamber but has not yet heard back from them. Our listing will be same as last year.
- Status of Thank you notes for BIG GIVE: Completed.

New Business

A. Develop timeline for 2021 Budget: Linda and Dale will provide a draft 2021 budget in early November. We will need to add library digital resource purchases to our budget. Dale plans to speak with Minnie Piper Stephens representative to discuss a grant proposal, as well. We will probably have a meeting in early December to discuss the budget.

B. ID members of nominating committee: Annual meeting will be held at end of January. Three people have terms ending soon: Anne-Marie Kimbell, Susan Shapiro, and Eric Renth. Each is eligible to re-run if they choose. We can also send out a request for nominations. Nominating Committee will consist of Deborah H. and Linda, and they will reach out to a few others for assistance.

C. Discuss Staff Appreciation: Discussed providing food or gift cards for food on Monday, Nov 9 and Tuesday, Nov 10 for the two shifts. The library currently has twenty-two staff members; 11 on each schedule. We will provide gift cards of \$20 each.

D. Update on Book Nook Bag Sale and Holiday Tea: Plan is for Dec 4 book sale and a to-go teabag station near the exit. The local writers' group has asked to have a space on the patio to sell their books, as well, and would donate 10% of their sales back to the Friends. This will be advertised in our November newsletter and in the Front Porch. Setup will be Dec 3 from 3-5. We have 100 bags but will order 100 additional bags. Linda will send out a sign-up Genius for additional help.

D. Discuss and vote on \$674 for insurance policy: Suzanne has the liability insurance bill for this year. Dale made a motion that this payment be made; Deb seconded, all approved.

E. Discuss and vote on \$189 for water feature net: Clare would like to order a filter to help keep the pump from clogging as frequently as it does. Discussed the concern that a net will hide the water feature. We will look at pictures (will be sent to us) and then vote.

F. Approve 2019 990 EZ Tax Form: Mary Lu made motion that we approve; Suzanne seconded; all approved.

14. Calendar Review: Veterans' Day events will be held on Zoom (by the library); they have several events planned and are seeking a speaker. Mary Lu also recommended that the Friends update our website; Bethanie noted that the library is working on a new website, so this is a good time to update ours also.

15. Adjournment at 4:25 p.m.

Respectfully submitted,

Anne-Marie Kimbell

Approved: November 18, 2020