

FRIENDS OF THE LIBRARY BOARD MEETING MINUTES



December 19, 2022 4:00 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.

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Call to order/verify quorum: Mary Lu Zellers, FOL Board President, called the meeting to order at 4:00 p.m. In attendance were Mary Lu Zellers, President; Jo Ellen Towry, Vice President; Anne-Marie Kimbell and Deb Halsted, Co-Secretaries; Linda Quintero, Treasurer; Athena Houghtaling, Director of Committees; and Susan Shapiro, Member-At-Large. Also in attendance were Debbie Neubauer, Trustee; Donna Harris, Trustee; Mary Catherine Cole, member; Betty Cramer, Foundation representative; Susan Herr, Library Director.

Introduction of guests: None

Opening remarks/Communications – Mary Lu Zellers thanked those involved with and supportive of the successful Holiday Tea and Wreaths Across America events and the Staff Appreciation event held with the Foundation and the Trustees. During the last month, Mary Lu attended the Holiday Tea, Staff Appreciation, and Budget Committee meeting. Mary Lu reminded Board members to update their officer notebooks with copies of the Standing Rules and Bylaws. Mary Lu thanked Marc Dunlap for making final edits of the Standing Rules document.

The FOL received a note thanking us for the staff luncheon from Celeste and a letter from Diane Tuccillo asking about using the FOL Conflict of Interest document in an appendix to a book she is writing. Linda Quintero also received a letter from the IRS acknowledging the change in our name. Susan Herr also sent a card to the FOL thanking us for our support to the library.

Approval of November meeting minutes: Linda motioned that we approve the minutes; Susan Shapiro seconded; Motion passed.

BARLD Report – Debbie Neubauer reported they did well in their financial audit. Dale and Susan are working with the BSB Activity Center to write a grant to help pay for lockers at their facility.

Foundation Report – Betty Cramer reported that the Foundation will enlist a group to assist with the library golf event; it will be held in August 2023 (5-6), Saturday for adults; Sunday for families.

Library Director's Report: Susan Herr reported the Polar Express program was very successful; over 400 people attended. The library will be closed Dec 23 and 24 and again on Dec 31. The meeting room policy has been updated to clarify some unallowable uses of the rooms. Susan also reported the library will be closed on Jan 16 (staff training day). Also beginning Sunday, Jan 8, the library will be open on Sundays 12-4. Also, the Wee notes are now installed in the Eagle Scout Park; the carport is up, and the pad has been poured for the locker site.

Treasurer's Report – Linda Quintero discussed the November financials. Anne-Marie motioned we approved the Nov financials as presented; Deb Halsted seconded; motion passed. Linda said that she moved \$4K from our savings account to our checking account to cover the \$4k provided to the Library for the musical freenotes.

Committee Reports: Sent out with meeting documents. Deb H. suggested setting up a Book and Author Committee; Dale Pillow and Donna Harris have volunteered to be co-chairs. They will begin to report monthly.

Old Business

- **Holiday Tea Report** – Linda reported there were approximately 125-150 people attended. The committee plans to have an after-action meeting in January to discuss the meeting and any future plans. Several new members joined during the tea.
- **Wreaths Across America Report** – Debbie Neubauer reported 534 sponsorships were sold (approximately \$2650.00 to the FOL). Only seven people rode the bus. Deb and Donna plan to meet and present back to the FOL at the next board meeting with recommendations for future involvement.

New Business

- **Letter from Diane Tuccillo** asking to use the FOL Conflict of Interest document in an appendix to a book she is writing. Discussion of suggested response, to include approval. Jo Ellen motioned that we allow the Conflict of Interest to be used in this manner; Deb Halsted seconded, motion passed.
- **Nominating Committee Report** – Mary Catherine Cole reported that we have four nominees for four positions: Athena, Mary Lu, Suzanne Kratz, and Susan Fox. We have three positions with expiring terms and one position (Susan Lemarre) that was vacated with two years remaining.
- **2023 Budget** – Linda discussed the draft 2023 Budget which was developed at a budget meeting attended by Linda, Mary Lu Zellers, Deborah Halsted, Jo Ellen Towry, Debbie Neubauer, and Dale Pillow. The group did a very thorough job developing the budget. It

includes support for the Library which the FOL normally funds, as well as projected \$88K in grants. The committee also projected \$700 to be released from donor designated funds for the Butterfly Garden. Administrative expenses include the projected monthly recurring costs for credit card processing and purchase of a more secure system, as well as membership to the San Antonio Area Foundation rather than the BSB Chamber of Commerce. Linda made a motion the Board approve the 2023 Budget; Deborah Halsted seconded, and the motion passed.

- **January 2023 Board Meeting (date & time)** – Due to library closure on Jan 16, we will have the January FOL meeting on Monday, Jan 23, at 4:00 p.m.
- **FOL Annual Meeting & Election January 21, 2023**- The meeting will be held Saturday, Jan 21, 2023 at 10:30. A light brunch will be served. Voting for nominees will take place at the meeting. We will not do electronic voting.
- **Annual Meeting Notice to Members** will go out by Jan 7.
- **Book Nook Coupon** - Member Recipients for December- Kathleen Banse & Rusty Pace.

Foundation & BARLD Trustee Meeting FOL Representatives

- Foundation Board Meeting – January 5 – Linda Quintero
- BARLD Trustees Meeting January 19 – Mary Lu

Calendar Review/Save the Dates

- FOL Board Meeting - Jan 23, 2023
- FOL Annual Meeting – January 21, 2023

Next FOL Board Meeting: January 23, 2023, at 4:00 p.m.

Adjournment 5:17

Respectfully Submitted,

Anne-Marie Kimbell, FOL Co-Secretary

Approved: January 23, 2023