

## FRIENDS OF THE LIBRARY BOARD MEETING MINUTES



July 18, 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** – The meeting was called to order and a quorum was verified by Mary Lu Zellers at 4:02 p.m. Board members in attendance were Deb Halsted, Susan Shapiro, Mary Lu Zellers, Linda Quintero, Anne-Marie Kimbell, Jo Ellen Towry and Athena Houghtaling. Also attending were Donna Harris, BARLD Trustee President, and Susan Herr, Library Director.

**Introduction of guests** – Cornelia Beach (Foundation representative).

**Opening remarks** – (provided by Mary Lu) Lori Seitz recently reviewed our bylaws, and the committee accepted her suggestions. Gennaro's was selected as the caterer for the book and author, and the publicity has been worked out with Mackenzie for the Book and Author meeting. Mary Lu attended the Foundation meeting – they are still planning Library Golf tournament, but now will be held on October 1. They are planning a round-table to talk about the Foundation Directory, a non-profit library data base for grant requests by non-profits.

**Approval of June meeting minutes** – Hold until corrections can be made. May and June minutes will be corrected and sent out for approval by e-mail.

**Foundation Report** – Cornelia reported that the Foundation is holding a mini-golf tournament in the library stacks on a Saturday afternoon, October 1 as a fundraiser. The Foundation and FOL are also holding a round-table to discuss the non-profit grants database available for use in the library. The FOL will need to send two people to the round-table session; library will need to ask some staff to attend also. The data base is already at the library and is available for check

out for in-library use only. Discussion was held about which nonprofits will be invited to the round-table session and when to hold it. We discussed asking Dale Pillow to provide a demonstration of how to use the database during the round-table session. Morning hours, and coffee and muffins were suggested. Late August was suggested as a time frame, but Dale will be consulted before setting the date. Mary Lu, Deb, and Jo Ellen will be the FOL representatives.

**BARLD Report** – Donna Harris reported the board continues to try to purchase the lot next door. Their board meeting is this Thursday, and they plan to discuss financing for this purchase.

**Library Director's Report** – Susan Herr reported that she has been interviewing to hire a clerk and has another position posted but has not yet begun interviews for that position. She is working on the monthly report and noted that the library made an almost-record-setting number of cards in June. Bethanie's shower is coming up; there is no staff meeting this month. They are changing their calendar software and are in the process of onboarding for that; the new calendar should be live in August. The library has a new Library IQ software, which will help with library statistics and analysis.

**Treasurer's Report** – Linda Quintero reviewed the June financials.

**Communications** – Mary Lu reported she sent a thank-you note to S.T.A.G.E. for our fundraising event. Discussed the pricing discrepancy on the website that affected ticket sales for our fundraising evening; Mary Lu will follow up.

#### **Committee Reports –**

**Excursions (Bus) Committee** – Donna reported that we don't have a bus for the New Braunfels Quilt Guild Trip; so, the individuals will drive personal cars. Currently, the committee is not certain about bus availability for the Fredericksburg trip or to the Wreaths Across America event in December. Discussion was held about the possible availability of other buses in the area.

**Veterans Day committee** (Donna Harris and Deb Neubauer) is still being planned for Nov. 11. No details are available currently.

#### **Old Business**

**Revised FOL Bylaws - Approval Process** (Meeting: August 3 - 4-6 pm). We plan to have coffee/tea and cake/cookies. Mary Lu is working on a ballot, which will be available at this meeting. Two items: name change to remove BARLDFOL and the recent change to the bylaws together (including allowing for virtual meetings and electronic voting and changing titles from Directors to Board members).

Linda Quintero made a motion that we add Foundation Board President as ex-officio member of the FOL Board; Deb H. seconded. Motion passed.

**New Banner for FOL** – Mary Lu spoke with Katherine at Maker Space, and she will work on a new banner for FOL after Summer Reading [program ends].

## **New Business**

- **Mary Catherine Cole Resignation** – Mary Catherine’s e-mail was sent out to FOL board members.
- **Book and Author Event** - Deb is working on a sign-up list for tasks/dates. Will be sent out on Signup Genius.
- **FOL name correction with State of Texas** – Pending vote on By-laws. Linda will submit paperwork if it is approved.
- **Tickets to the City as new online sales site** – We would potentially use this for Book and Author if we decide to use this service; they provide ticket sales for smaller venues. The service has several types of options that would be beneficial for us. There is no cost to sign up. Linda will sign up.
- **Budget for Veterans Day Program** – Donna and Debbie would like to have a budget for \$500 for the program. Susan motioned that we approve this amount; Anne-Marie seconded. Motion passed. Athena volunteered to help with the Veteran’s Day program.
- **2021 Form 990 EZ** – Linda reviewed the Form 990EZ and the backup documents that had been submitted to the accountant for preparation. Anne-Marie motioned we accept the 990EZ as presented; Jo Ellen seconded; motion passed. Mary Lu will sign the tax form, and this will be filed.
- **Big Give proceeds designation** – Linda motioned that we designate the proceeds to a fund for distribution of library materials throughout the library district. Deb seconded. Motion passed.
- **Book Nook Coupon** - Member Recipient for July – Rusty Pace is the July recipient for the Book Nook Coupon.

## **July Foundation & BARLD Meeting Representation:**

- Foundation (August 4) Deborah
- BARLD (July 21 & August 18) Mary Lu

## **Calendar Review/Save the Dates**

- Bus trip to New Braunfels Quilt Fest - Friday July 22
- FOL Bylaws Approval Meet – Wednesday August 3
- Book & Author Luncheon– Wednesday September 21
- Big Give September 22-23
- Foundation Library Golf – Saturday October 1
- Bus Trip to Fredericksburg – Tuesday, November 1
- Veteran’s Day – Friday November 11
- FOL Holiday Tea – Thursday December 1
- Wreaths Across America (Fort Sam) – December 17

**Next Meeting:** Monday, August 15 - 4:00 pm

**Adjournment** at 5:26 p.m.

Approval: August 15, 2022