

## FRIENDS OF THE LIBRARY BOARD MEETING AGENDA



September 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 called the meeting to order at 4:03 p.m. In attendance were Board Members Mary Lu Zellers, Linda Quintero, Deb Halsted, Anne-Marie Kimbell, Athena Houghtaling, and Jo Ellen Towry. Absent was Susan Shapiro. Also in attendance were Debbie Newman, member; Donna Harris, Trustee President; Mary Catherine Cole, member; and Susan Herr, Library Director.

**Introduction of guests** – None.

**Opening remarks/Communications** – Mary Lu reported that the FOL newsletter went out recently. During the last month, Mary Lu picked up FOL brochures; met with Standing Rules Committee, Book and Author Committee, Excursions Committee, and Hannah to reserve the rooms for tea and decorating for the Dec 1 Holiday Tea. Mary Lu asked for someone to chair the Holiday Tea committee and volunteers to serve as committee members. We also need a nominating committee to make nominations for Board members for 2023. Our Big Give goal is \$5,000. Mary Lu and Linda updated our organizational name with the Texas Secretary of State and have received a letter of confirmation. This update has also been sent to the IRS. FOL has received a thank you card from Bethanie for the gift card for her baby shower.

**Approval of August meeting minutes** – Deb H moved to approve the minutes; Linda Q seconded; motion passed.

**BARLD Report** -Donna reported the Trustees have an election coming up soon; they have four people running for three seats. They continue to work to purchase the lot next door to the library.

**Foundation Report** – No representative present; Mary Lu reported the Roundtable is still on schedule for October 7.

**Library Director's Report** – Susan reported there is a lot of programming going on at the library. They received a check from Peggy Hamm today to be used towards the purchase of musical equipment to be placed outside.

**Treasurer's Report** – Linda reviewed the August financial report. Discussed donor designated funds vs. board designated funds. Linda created a separate sub account under board designated funds called FOL Support to the BARLD. This will clarify how much we have set aside for Library support from funds for FOL use.

#### **Committee Reports –**

**Butterfly Garden** – No representative present. Susan H reported that the library put a rope around the water feature to keep kids out, but the Texas Master Gardeners members would like to see something more decorative than the yellow rope. The library has suggested the addition of some plants to prevent ready access. The library and the Butterfly Garden committee are in discussion about the work and manpower needed.

#### **Old Business**

**Book & Author Luncheon - September 21** -Everything is in order for the luncheon. The Board thanks Sarah Sick for providing many decorations. At this time, we have sold 40 tickets. There will be a Book Nook sale on the same day.

**Big Give - September 22-23** – Linda sent out eblasts; early giving online began on Sept 15. We have already received \$525.

**FOL Standing Rules Review** – The committee met and began looking at the standing rules to determine what updates are necessary. Next meeting will be in October to continue the discussion.

**Foundation/FOL Roundtable for Area Nonprofits - Oct. 7** – Next meeting is Thursday to finalize preparations.

**Veterans Day - November 11** – Donna reported plans are coming along. A sign-up sheet will be available on November 11 for people to sign up to ride the bus to the Wreaths Across America wreath placing event in December. Debbie N. has sent letters to area schools asking about their interest in having their choir or ROTC involved. Time 1-3 on Nov 11.

**Wreath Across America** – Debbie and Donna sent out letters to area Chambers of Commerce and have received a few responses. They plan another notice in the Chamber newsletter. As of today, there are 146 sponsorships. Debbie has requested a section for placement that will be convenient for bus drop-offs. Cutoff date for sponsorships is November 26. Fourteen riders are also signed up to ride on the bus that day. The event will take place rain or shine.

## **New Business**

**Board Designated Funds** – There are currently \$15,000 in Board Designated Funds. Linda created a new sub account under Board Designated Funds called FOL Support to BARLD. Linda made a motion to move \$11,000 into this new sub account. This will leave \$4000 in FOL Operating Reserve. Anne-Marie seconded, and the motion passed. In a separate action, Deb H motioned that the FOL designate up to \$4000 of those \$11,000 in FOL Support to the BARLD to help purchase musical Free Notes. Jo Ellen seconded; motion passed.

**Holiday Tea – December 1** – Mary Lu reported that we need a chair to organize the Holiday Tea. Donna offered to be responsible for organizing the tea portion. Athena will organize the decorations. Linda will send out an eblast request for participants.

**Book Nook Coupon - Member Recipients for August** – Susan Grieger and Ruth Crouch are the Book Nook coupons for this month. Rhonda Zunker, James Coughlin and Gail Brown are new members in September who will also be given coupons.

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

**Foundation Meeting October 6 - Mary Lu**

**BARLD Meeting October 20 - Susan**

**Calendar Review/Save the Dates** – Add National Friends of the Libraries Week Oct 16-22 to calendar.

**Book & Author Luncheon– Wednesday September 21**

**Big Give -September 22-23**

**Foundation Library Golf – postponed until 2023**

**Foundation/Friends Roundtable for area non-profits – October 7**

**Bus Trip to Fredericksburg – Tuesday, November 1**

**Veteran's Day – Friday November 11**

**FOL Holiday Tea – Thursday December 1**

**Wreaths Across America (Fort Sam Houston) – December 17**

**Next Meeting: Monday, October 17 - 4:00 pm**

**Adjournment at 5:15 p.m.**

**Respectfully submitted,**

**Anne-Marie Kimbell**

**Co-secretary**

**Approved: October 17, 2022**