

FRIENDS OF THE LIBRARY BOARD MEETING MINUTES



November 21, 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 called the meeting to order at 4:00. In attendance were FOL Board members Mary Lu Zellers, Linda Quintero, Deb Halsted, Anne-Marie Kimbell, Athena Houghtaling, and Jo Ellen Towry. Absent was FOL Board member Susan Shapiro. Also in attendance were Debbie Neubauer, Board Trustee; Susan Herr, Library Director, Bev Lemes, Mary Catherine Cole, and Suzanne Kratz, members.

Introduction of guests: Susan Marder, new member.

Opening remarks/Communications – During this last month, Mary Lu attended the Foundation Meeting, the Veterans Day program, Trustee Meeting, BSB Chamber Luncheon (Foundation presentation at luncheon), and the family Place Site Visit at MFPL. She also attended the Standing Rules Committee meeting, the Holiday Tea Committee meeting, and the demonstration of Board Effects software.

The FOL received a letter from Susan Herr thanking FOL for the contribution of \$3,765 to assist MFPL to purchase lockers to place around the community. Also received an email from Susan Herr stating that the library will be ordering fleece jackets with MFPL logo (\$35.00 each) and to get requests in to Susan quickly so she can place the order by the end of the month. The FOL also received an email from Pat Rodriguez thanking us for our support of the Foundation presentation at the BSB Chamber Luncheon, where Foundation Board member Donna Hoffmeier was recognized as Chamber member of the month.

Mary Lu thanked the Standing Rules Committee and other committee chairs and Board members who reviewed the revised Standing Rules, and the Veterans Day committee for a stand-out program honoring area veterans.

Mary Lu appointed a Nominating Committee (Bev Lemes, chair; Clare Helminiak, Mary Catherine Cole), and said that the Notice of Board Members Needed has been sent to the membership. She also went to the Chamber office to correct our meeting listing on the Chamber website and visited with Marc Dunlap about book sale info on Facebook. She signed the Express Renewal Letter with State Farm Insurance for FOL Liability Insurance and declined sponsorship of Chamber Bingo program in December or October 2023. Mary Lu noted that we should make a note to reconsider sponsorship of a bingo program earlier in the year for 2024. Mary Lu has also committed to attending the New Braunfels Non-Profits Meet and Greet on Jan 19 and plans to ensure our membership drive is publicized.

Anne-Marie provided an update on FOL member volunteer hours for October: 18 members reporting a total of 226.75 hours.

Approval of October meeting minutes – Deb H. made a motion to approve the October minutes; Linda seconded; motion passed.

BARLD Report: Trustee election was held. Donna Harris and Judith Fleming were reelected. Lori Mammen replaced Dale Pillow. Results will be published in library newsletter going forward. New officers were elected: Donna Harris, President; Michelle Grauerholz, VP; Lori Mammen, secretary; Deb Neubauer, treasurer; Judith Fleming, member-at-large.

Foundation Report - No representative present. Mary Lu went to the recent meeting. Susan H reported they are working on an envelope donation fund raiser that may be combined with their Book ball. They still plan to do the library golf fund raiser next year. They have a new board member, Mike Guglioni.

Library Director's Report – Susan Herr reported they will hold a Dec 10 Polar Express program with crafts, games, and trains. The library will be closed Nov24 & 25 for Thanksgiving and Dec 23, 24, & 25 for Christmas, and Saturday Dec 31 for New Years. FOL is providing staff lunch tomorrow (Nov 22). The library had a presentation from Family Place and received the Family Place designation that indicates that the library supports literacy efforts for 0-5, including support for parents to help their children learn. Also, the library is obtaining a quote for concrete pads for the kiosks and the musical notes, and for covers for the kiosk spaces.

Treasurer's Report - Linda discussed the financials. Deb moved that we use the money from the Book & Author for Trekker community outreach support; Anne-Marie seconded; motion passed. Linda, Mary Lu, Deb, and Jo Ellen attended a zoom demonstration of Board Effects, software that allows Board documents to be online, efficiently organized, and viewed by members. Discussed the cost and benefits, including the cost and benefits of joining the San Antonio Foundation, which would provide a discount when using the Board Effects software. We will discuss further at the budget meeting.

Committee Reports – Sent out with other relevant documents ahead of the meeting.

Wreaths Across America - Debbie Neubauer reported that there are 409 wreath sponsorships to date. The date of the laying of the wreaths has been changed due to construction around the cemetery; this necessitated changing bus reservation date. The bus will leave the library at 1:00 p.m. on Friday, Dec 16 for Fort Sam.

Book Nook – Linda made a motion that the Book Nook have the last tax-free day this year on December 19th. Anne-Marie seconded; motion passed. Linda also said that Lois will begin helping with electronic communication for the board.

Old Business

- FOL Standing Rules – Jo Ellen, Linda, Mary Catherine, Mary Lu, and Deb worked to review and update the standing rules for the Board. Jo Ellen motioned that we approve the standing rules; Deb seconded; motion passed.
- Library Staff Appreciation – the FOL Board, Foundation, and Trustees will provide Marco’s pizzas, salad, and dessert for the staff appreciation luncheon tomorrow at 12:30. Book Nook coupons will also be provided.
- FOL Fall Membership Drive – Those who join in Nov or Dec will be provided 2023 membership at no additional charge.
- Book Nook Procedures – Linda discussed the research she is undertaking regarding payment systems to be used in the Book Nook.
- Holiday Tea Plans – The Holiday Tea Committee met last week. Plans are to decorate and wash teacups the day before (Nov 30) the Tea from 3-5. Tea tables will be set up next to the kitchen and food tables in the middle of the room. Door prize, souvenir, and membership tables will be near the front door.

New Business

- Nominating Committee – Bev Lemes reports that we have three people currently slated to run. (Suzanne, Athena, and Mary Lu)
- 2023 Budget – Budget review meeting Monday, December 5, 1:00 pm.
- FOL Annual Meeting Date – January 2023. Discussed holding the meeting on Saturday morning, Jan 21 instead of in the evening.
- **Book Nook Coupon** - Member Recipients for November are Cathy Mandelbaum & Susan Heckendorm.

Foundation & BARLD Trustee Meeting FOL Representatives

- BARLD Meeting December 15 – Linda will attend.

Calendar Review/Save the Dates

- Library Staff Meeting – Tuesday, November 22
- FOL Holiday Tea – Thursday, December 1
- Wreaths Across America (Fort Sam Houston) – December 16
- FOL Annual Meeting – January 21, 2023

Next Meeting: Monday, December 19 - 4:00 pm

Adjournment – 5:17 p.m.

Respectfully submitted,

Anne-Marie Kimbell, FOL Co-Secretary

Approved: December 19, 2022