

FRIENDS OF THE GEORGETOWN PUBLIC LIBRARY
Board Meeting Minutes, October 18, 2023, 9:30 a.m.

PRESENT: Chuck Collins, President; Wayne Talbot, Past President; Mary Ouellette, Treasurer; Connie Mayes, Assistant Treasurer; Kathy Yancy, Secretary; Directors Ricki McMillian, Josie Talbot; Jody Patterson; Sabrina Riches; Don Ballard; Mindy Klein; Carolyn McAndrew; and Sally Miculek, Library Director. Margaret Ricketts was also in attendance.

ABSENT: Dawn Sackal (working membership drive); Volunteer Coordinator Kathy Olmstead.

Call to Order: Chuck called the meeting to order at 9:31 a.m.

Library Director's Report: Sally Miculek. "The Teen Space has come alive in a new way," Sally told us, thanks to the refreshed mural and new furniture that the Friends helped to provide. Adult programming continues and is quite popular – decals will be added to the front and rear entry glass promoting SHP and the Little Lemon café.

Apropos of today's 2023 Trailblazer Award ceremony, Sally mentioned that the previous winning project, Spanish Book Club in a Bag, has been rolled out.

There are two discrete table projects under discussion. The book sorting tables in our work area are showing their age and some of them need to be replaced. The library uses Core Interiors, as do other City departments, and an estimate for replacement tables will be obtained and forwarded to us. The other table under consideration was presented as a potential Trailblazer Award project: a second table in the lobby for patrons' use. The Trailblazer committee recommended funding this project through the Martha Lawlor Fund, and an estimate is being prepared by the Sun City Woodworking Group.

Sally distributed copies of a Draft Memorandum of Understanding to be executed by a City of Georgetown representative and a Friends representative, prior to implementation of the feasibility study for the library's Long-Range Plan. We will discuss and vote on this document at our November meeting. As an approximate timeline, Sally indicated that once FOL and City Council have approved and executed the document, a Request For Proposal would go out. In January it may be possible to select a vendor for the study, with a starting date in February. There will be a Steering Committee composed of both library and FOL volunteers to manage this endeavor; other sub-committees or focus groups may also be needed.

Looking forward to 2024, one big job will be replacing the carpet in the second-floor stacks. There is no firm starting date yet, but we will be informed in advance. There will also be a culling of inventory, probably in the range of 25,000 volumes. The Tween Space could use some additional rework, and the Teen Advisory Council may assist with that. Don mentioned that he'd taken pictures of the new furniture there. Further down the road, the Children's Space mural could also be replaced.

Wayne inquired about "wishlist items" for 2024, and Sally indicated that another row of shelving would come in handy near the café. Two new booths are to be added there as well. FOL will again be asked to fund the adult programming, as well as online collection costs.

Consent Agenda: Wayne moved that the Consent Agenda be approved, and Carolyn seconded the motion. All were in favor.

Committee Reports:

Secretary's Report: Kathy Yancy. The Minutes of the September meeting were approved and sent to be posted online.

Treasurer's Report: Mary Ouellette. Total revenue for September was \$9,507 and gross profit was \$9,497. For Fiscal Year 2023, gross revenue was \$184,623; expenses were \$64,655; and net revenue totaled \$119,967. After adding other revenue for the year, the grand total for 2023 was \$132,900. Total current assets are \$402,435. (All numbers have been rounded to whole dollars.) Also, Mary moved some cash into a jumbo Certificate of Deposit at 4.5% interest.

Communications: Jody Patterson.

This month's report outlines each member's area of expertise and contains highlighted "action items." Team members have been busy with projects for upcoming events. Photographer Don Ballard received recognition for his great work and quick response to requests.

Newsletter and website articles/announcements should be submitted by the 25th of the month to ensure timely publication. More immediate needs can be accommodated on our social media.

Book Sales. Second Hand Prose cleared \$1,305 in Collectors' Corner sales and \$3,905 in donations. Online sales via Amazon and eBay totaled \$1,901, and the donation carts plus other donations/sales added up to \$998. The grand total for all book revenue was \$8,109 in September.

For the fiscal year, all revenue from Second Hand Prose totaled \$73,263 and online revenue was \$19,933. The grand total for book revenue for fiscal 2023 was \$93,196.

Fundraising: The next Hill Country Author Series event is taking place on November 14th, and tickets are available on our website. Giving Season begins next month; the goal is \$50,000.

Volunteer Orientation: Kathy Olmstead. Last month's orientation was held on September 20th. Ricki asked that we promote this month's orientation, which takes place on Saturday, October 21st at 10 a.m.

Membership: Josie Talbot/Mindy Klein. We now have 1416 members from 1025 households. The fall membership drive continues through October 20th.

Information Technology: Wayne Talbot. Wayne reported no new technology issues. Documentation of procedures continues in Little Green Light. A form for online ticket sales for the HCAS is now available. Also, the QR code on the book carts in the lobby has been modified to allow better tracking of those sales/donations.

Old Business:

Board Retreat: Chuck polled the Board for possible dates for the retreat, as well as our preferred location – at the library or offsite. To avoid a room rental fee, we'll meet in the Friends

Room. Any Saturday in November would probably work, and Chuck will send us a form via email to vote for our preferred date.

Mindy asked if Bob Novello from the Wilco Institute would discuss topics such as our structure, Mission Statement, Bylaws, etc. Jody suggested that Mary and Connie might talk about how to read and interpret our financial statements. Another idea was to have Wayne explain how to use Google Drive to access documents, but Chuck indicated that such topics might work better as “spotlight” features during our regular meetings, maybe on a quarterly basis.

Eric Lashley Trailblazer Award: Margaret announced that her tenure as head of this committee would be ending with today’s presentation. Ricki and Carolyn will share this responsibility going forward. Also, Jody plans to coordinate with Rachael regarding publicity for announcing the winner and the project. Don will photograph the materials, as well as today’s presentation.

New Business:

Martha Lawlor Fund Project: There is an obvious need for such a table in the lobby, as Sally said. Patrons are juggling children, books, bags, purses, and so forth while standing at the Circulation Desk. Bill McMillian from the Sun City Woodworking Group has provided an estimate of \$925 to construct this table, matching it as closely as possible to the existing table. Wayne added that we must specify the inclusion of a plaque indicating the source of this gift to the library, much like the plaque on the multi-function copier. Ricki moved that FOL take on this project, Josie seconded, and all were in favor. Don reminded us that the Lawlor Fund contains plenty of money for similar worthwhile ventures. We believe that items or improvements of a lasting nature would be appropriate uses of the Fund.

Membership Drive: Josie pointed out that this year’s Membership Drive is ongoing downstairs. For the first time, those whose memberships had lapsed were contacted specifically and invited to renew – 24 of them did so. Wayne was also able to update addresses for some who had moved. Jody commented on the combination of newer and older volunteers who’ve been working at the membership table; what a great way to involve new members while pairing them with experienced volunteers!

Communications Team: Sabrina voiced some uncertainty over printing order placement. For our various events and publications, some coordinators place their own orders while others prefer that Sabrina do this. Once the graphics have been finalized, she will send them to the requester and ask who is placing the printing order. This procedure should clear up any confusion. Mary asked if she could also get notification regarding new orders – she needs to know which committee or event to assign the expense to.

There is also a need to organize and maintain our graphics files. Kathy reminded us that there’s a Graphic Design folder on Drive which Joan Baker set up for this purpose. Though we primarily use uniform logos and colors, Jody and Sabrina will work up a Style Guide and add it to Drive.

Health Concern: As we prepare for the upcoming Author Series event in November, Ricki asked that everyone NOT try to economize by re-using tablecloths and placemats. This is a serious public health issue, and much more important than saving a few pennies. Boxes and

packages of new paper goods will be labeled DO NOT REUSE as soon as they arrive. Chuck volunteered to write a Policy Statement concerning this. Event planners will be informed.

This meeting adjourned at 10:43 a.m. with Don making the motion and Chuck seconding. The next Board meeting will be on November 15, 2023 at 9:30 a.m. in the Class Room (unless the door is locked).

Presentation of the Trailblazer Award followed immediately after the Board meeting.

Respectfully submitted,

Kathleen S. Yancy
Kathleen S. Yancy
Secretary

October 22, 2023
Date