

FRIENDS OF THE GEORGETOWN PUBLIC LIBRARY
Board Meeting Minutes, November 15, 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; Dawn Sackal; Volunteer Coordinator Kathy Olmstead; and Sally Miculek, Library Director.

Call to Order: Chuck called the meeting to order at 9:32 a.m.

Library Director's Report: Sally Miculek.

Outreach during October celebrated Halloween, National Night Out, and the Fall Festival.

During the first week of November, the library was closed for inventory; this is nearly complete and the loss rate appears to be very small. Closets were also cleaned; new shelving and some live plants were added to Circulation. One day was spent in staff development, including a walk-through with police department personnel to review emergency procedures (tornadoes, unplanned closures, etc.). Staff also practiced techniques for de-escalating potential conflicts. To finish the week, the Thanksgiving luncheon was held.

Sally presented a "Wishlist" of items the library would like to have in 2024:

- New shelving to better define both the Café and the Teen Space
- New banquette seating for Café patrons so they don't use the Teen Space

Additionally, the Arts and Culture Board will accept one of the sculptures in the lobby. A new base for the sculpture may be needed, so this might be something that FOL could provide. The Friends of the Parks group is pursuing a permanent Story Walk in San Gabriel Park, and collaborating on this may be a future wishlist item. Some additional financial support for streaming materials could also be on a future wishlist, and this will likely be revisited next fiscal year.

The Memo of Understanding between the City and FOL was brought back for consideration. There were no changes, though Josie wanted to clarify the 80/20% financing arrangement with the City. Jody moved that we accept and execute the document, and Mindy seconded. Approval was unanimous. Sabrina and Mindy volunteered to represent FOL on the steering committee.

Consent Agenda:

There was no discussion of any of the items on the Consent Agenda. Jody asked if the graph of membership figures could be labeled more clearly, and this will be done. Don moved that the entire set of reports be accepted, and Ricki seconded. All were approved.

Committee Reports:

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

Treasurer's Report: Mary Ouellette. Total revenue for October was \$4,648 and gross profit was \$4,334. Expenses added up to \$1,057. Total current assets are \$406,146. (All numbers have been rounded to whole dollars.)

Communications: Jody Patterson. Sabrina is preparing a publicity piece on the recent Eric Lashley Trailblazer Award for the newsletter. Another article will be written about the new table for the lobby.

Thanks to Sabrina, FOL now has an Instagram page. All are encouraged to post their likes.

Susan Firth and Jody have collaborated on updates to the website. Please see below for Website Updates.

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 \$515 in Collectors' Corner sales and \$2,569 in donations. Online sales via Amazon and eBay totaled \$2,199, and the donation carts plus other donations/sales added up to \$1,348. The grand total for all book revenue was \$6,430 in October.

Fundraising: Wayne told us that mailings for Giving Season have begun, and an announcement about our campaign should soon appear on the library's electronic "bulletin board" screens.

Volunteer Orientation: Kathy Olmstead. Last month's orientation was held on October 21st and produced a good turnout.

Membership: Josie Talbot/Mindy Klein. We now have 1,438 members from 1,035 households. FOL will again be represented at the Sun City Nonprofit Fair, which takes place on February 16th 2024.

Information Technology: Wayne Talbot. No new technology issues were reported. Documentation of procedures continues in Little Green Light. A form for online ticket sales for the HCAS was made available, and an invitation letter was emailed to members.

Old Business:

Board Retreat: Chuck reviewed the survey results, which revealed that all but one member is available on January 6th. The retreat will take place in the classroom from 9 a.m. to 3 p.m. on that date. Catering will be by the Little Lemon. The dietary needs of the members will be accommodated.

Table Project: Ricki reported that the new table for the lobby is expected to be finished in January. Don mentioned that a presentation ceremony to the library would be ideal, and we all agree.

Lawlor Fund Reconciliation: Mary presented a preliminary reconciliation for this account. She will confirm all the inflows and outflows for this bequest, as well as the separate amounts donated by others.

New Business:

Programming Idea: One of our members sent a suggestion for free children's books in SHP once a week. We like the idea and appreciate the suggestion; however, our donated children's books are often at the end of their useful lives, Kathy Olmstead told us. We do receive quite a few Young Adult books, though, and we can adapt the proposal to that genre. Ricki indicated that placing a good selection of such books on a cart in the Teen Space is feasible; instructions for donating will be included. Mindy offered some publicity ideas, and Kathy Olmstead will consult Margaret Lang, the Teen Librarian.

Kathy Yancy will respond to the initial email with our thanks.

Website Update: Jody distributed a print version of the new "About" page of our website, while Wayne put up the current version on the screen. Much of the existing data is out of date; we also think there's excessive verbiage in some cases. Wayne mentioned that the caption under the Board of Directors photo needs to be reworked. Mindy reminded us that current membership numbers would be a great addition. Susan Firth, our Website Coordinator, will implement these and other improvements.

Also, it's necessary that we purge the website of all links to book sales via Amazon. Jody informed us that Amazon has been dropped as a vendor, and only eBay will sell our books. Any print communications referencing Amazon should also be cleaned up.

There being no further business, Kathy Yancy moved to adjourn and Wayne seconded. Chuck adjourned the meeting at 10:43 a.m. Next month's meeting will be held on December 20th.

Respectfully submitted,

Kathleen S. Yancy
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Secretary

November 20, 2023
Date