

FRIENDS OF THE GEORGETOWN PUBLIC LIBRARY
Board Meeting Minutes, December 20, 2023, 9:30 a.m.

PRESENT: Chuck Collins, President; Wayne Talbot, Past President; Kathy Yancy, Secretary; Directors Ricki McMillian, Josie Talbot; Jody Patterson; Sabrina Riches; Don Ballard; Mindy Klein; Dawn Sackal; and Sally Miculek, Library Director. Also in attendance were guests Bruce and Nancy Hanson from the Hutto Library Friends group.

NOT PRESENT: Mary Ouellette, Treasurer; Connie Mayes, Assistant Treasurer; Director Carolyn McAndrew; and Volunteer Coordinator Kathy Olmstead.

Call to Order: Chuck called the meeting to order at 9:30 a.m.

Library Director's Report: Sally Miculek. Sally thanked the Friends for providing gift cards to the library staff.

Regarding the steering committee for the Long-Range Plan, Sally informed us that committee members must reside within the city limits or in the extraterritorial jurisdiction. One of our representatives doesn't meet this criterion, so Jody Patterson volunteered to serve. Also, Requests for Quotations will be sent out in January.

The Facilities Department sent out RFQs for the café banquettes we discussed last month. When Sally and the staff reviewed them, however, not all responses were suitable, so revisions are needed.

Sally presented descriptions of other projects the library would like to pursue in 2024:

- (a) Funding for a collaborative "Tales on the Trails" project with the Parks and Recreation Dept. (\$5,000)
- (b) Funding for a "Smart Locker" system to be installed at the Carver Center for Families (\$30-35,000)

Ricki suggested that the staff contact Sun City's woodworking club for a bid on construction of the signs to hold the storybook pages in Project (a). Josie inquired whether the chosen book would be a static selection, but Sally replied that books could be easily changed out. In addition to reading the story, participants would be encouraged to act out portions of it, incorporating gross motor skills as well. By acclamation, the members agreed to support this concept and provide a letter of support to the library immediately, with a January vote on the funding.

Regarding the outreach proposal for a locker system, the Board again supported the concept. Underserved neighborhoods such as TRG and San Jose would be appropriate locations. Because Georgetown Health Foundation is participating and owns the Carver Center property, this seems to be a natural choice and a good fit with current occupants. Josie also mentioned the Boys and Girls Clubs location, but because Georgetown ISD owns that property, implementation could easily become complicated. We will again provide a letter of support and vote on funding at our January meeting.

Consent Agenda: There was discussion of one item on the Consent Agenda. Wayne stated that responses thus far to the Giving Season mailouts were slower than expected and had resulted in lesser sums than anticipated. In addition, there have been about 150 returned envelopes, with about half of that number coming from a purchased list. This is disappointing and Wayne is forwarding all the returns to the vendor for correction.

Wayne moved that the reports be accepted, and Kathy seconded. All were in favor.

Committee Reports:

Secretary's Report: Kathy Yancy. Wayne moved that we approve the minutes and Don seconded. The minutes of the November meeting were unanimously approved and sent to be posted on our website.

Treasurer's Report: Mary Ouellette. Total revenue for November was \$19,580 and gross profit was \$18,865. Expenses totaled \$1,489. Year-to-date revenue was \$24,228 and gross profit was \$23,199. Expenses were \$2,546, resulting in \$21,914 in net revenue. Total current assets are \$119,610. (All numbers are rounded to whole dollars.)

Communications: Jody Patterson. Nominations are requested for the Volunteer Spotlight in the January newsletter.

Sabrina has updated the placemats we use for various events.

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 \$879 in Collectors' Corner sales and \$3,416 in donations. Online sales via eBay totaled \$1,464, and the donation carts plus other donations/sales added up to \$867. The grand total for all book revenue was \$6,627 in November.

Fundraising: Wayne said that donations for Giving Season have been slower than expected. We may not reach our target amount of \$50,000.

Volunteer Orientation: Kathy Olmstead. Orientation was held on November 15th.

Membership: Josie Talbot/Mindy Klein. We have 1,495 members from 1,067 households as of November 30th. FOL will be represented at the Sun City Nonprofit Fair on February 16th, 2024.

Information Technology: Wayne Talbot. No new technology issues were reported. Gift membership forms were revised in Little Green Light to correct a problem. Hosting for our website has been moved from HostGator to BlueHost.

Old Business:

Board Retreat: Bob Novello of the Wilco Institute will email all Board members a questionnaire before our retreat on January 6th. Kathy will contact Sweet Lemon Kitchen for catering.

Table Project: Ricki reported that the new table for the lobby is due in January.

New Business:

Square Terminal: The Membership team requested that patrons be allowed to join or renew their memberships with credit cards in Second Hand Prose. Floating this idea has revealed some resistance among bookstore workers, Josie explained. Mindy pointed out that having a terminal to use for membership drives, including off-site events, would be beneficial. Wayne and Kathy recalled the initial purchase price was around \$200, which isn't prohibitive. We will pursue both the additional terminal and the idea of adding Membership as a third category of product on the terminals.

Equipment List: Last month's list of items presented for funding adds up to \$28,000. Wayne moved that we approve this expenditure and Ricki seconded. These funds will be released to the library right away.

Year-End Review: Everyone enjoyed the slideshow that Don put together from photos taken around the library during 2023. He even added graphics and background music!

After business was conducted, Bruce Hanson from the Hutto Library Friends group asked several questions of Board members so that his group could grow and succeed.

There being no other business, Wayne moved to adjourn, and Ricki seconded. Chuck adjourned the meeting at 10:53 a.m. Next month's meeting will take place on January 17th.

Respectfully submitted,

Kathleen S. Yancy
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Secretary

December 23, 2023
Date