

FRIENDS OF THE GEORGETOWN PUBLIC LIBRARY
Board Meeting Minutes, January 17th, 2024, 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; Dawn Sackal; Carolyn McAndrew; and Sally Miculek, Library Director.

NOT PRESENT: Volunteer Coordinator Kathy Olmstead.

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

Library Director's Report: Sally Miculek. Sally discussed the recarpeting of the second floor, taking place from August 5th to September 12th (September 19th for the meeting rooms). Some accommodation will be required during this time, such as asking patrons not to donate books, closing SHP, and possibly changing the date of the Annual Membership Meeting.

Regarding the long-range plan, Requests for Quotation have been sent out. Meetings with interested firms are beginning this week and should conclude by February 6th. The comprehensive review of all quotes will take place on February 13th, after which a decision will be announced.

We learned that the Special Projects grant application from the Texas State Library Commission is due in February. The grant will be awarded in June or July. If GPL's application is approved, Sally hopes to begin interviewing for a senior library assistant in October and then launch the project in January 2025.

Pictures of new booths for the café were circulated. This furniture order will also include new tables for Janet Thompson's sorting team.

Sally explained that the unanticipated popularity of Hoopla and Canopy services is creating a funding shortfall of \$8 - 9,000 for this year. She requested supplemental money from the Friends in that amount. If we prefer to fund books for the collections, she suggested children's books as an alternative and added that the books would contain our bookplates.

Consent Agenda:

Secretary's Report: Kathy Yancy. Josie moved that the minutes of the December meeting be approved, and Mary seconded. The vote to approve was unanimous and the minutes will be posted on our website.

Treasurer's Report: Mary Ouellette. Total revenue for December was \$40,640 and gross profit was \$40,533. Expenses totaled \$31,586. Net operating revenue amounted to \$8,947. With investment and interest income, the net revenue for December was \$22,136. Year-to-date net revenue was \$44,136. Total current assets are \$446,282. (All numbers are rounded to whole dollars.)

Communications: Jody Patterson. Jody put the discussion about FOL's Tagline, Mission, and Vision into a document for discussion in the January meeting. Theresa sent out the announcement for the next HCAS, and it's been posted in one of the Sun City publications. Sabrina has updated the placemat design for discussion and approval in the 1/17 Board Meeting.

The Volunteer Opportunities spreadsheet has lost some steam; please add new openings to this spreadsheet. Susan has requested a monthly update on membership totals for our About ticker; Jody will get that number from LGL and send it to her.

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 made \$976 in Collectors' Corner sales and \$3,455 in donations for December. Online sales via eBay totaled \$2,775, and the donation cart plus other donations/sales added up to \$839. The grand total for all book revenue was \$8,045 in December.

Fundraising: Donations for Giving Season have raised \$47,168 as of January 15th. For the future, some mailing parameters should be changed to reduce costs.

The November Hill Country Author Series produced roughly \$1,000 in profit.

Membership: Mindy Klein/Josie Talbot. We have 1,576 members from 1,121 households as of December 31st. Paper year-end statements were produced and mailed by Dawn, Don, Wayne, and Josie. FOL will be represented at the Sun City Nonprofit Fair on February 16th by Mindy, Carolyn, and Polly Herriott.

Information Technology: Wayne Talbot. No network issues were reported. Major cleanup was necessary on the Treasurers' computer: drivers and Windows were updated and security issues were addressed. A new SSD drive was installed.

The consent agenda was approved; Ricki made the motion and Kathy seconded. Carolyn complimented Wayne's work with the agenda documents, which keeps our meetings running smoothly.

Old Business:

Table Project: Ricki McMillian. Ricki showed a photo of the new table, which is completed and awaiting the glass top. The Sun Rays publication will contain an article about the table's construction by the Woodworking Club. The table will be presented to the library following our February board meeting.

Retreat Summary: Chuck Collins. Discussion revealed the consensus that Outreach/Partnering in the community and Training for Leadership among our volunteers are the areas we want to focus on this year. A group composed of Sabrina, Josie, and Don will take on organizing this effort. Jody asked if we could pursue getting an intern from Southwestern University, but Chuck indicated that the person in charge there is moving away. We'll keep this in mind for later.

New Business:

Project Funding: Kathy Yancy. Kathy reviewed the two projects for which funds were requested – Tales on the Trail (\$5,000) and Smart Lockers (\$30-35,000). Wayne moved and Jody seconded that we fund Smart Lockers. Carolyn moved and Josie seconded that we fund Tales on the Trail. Two checks will be written with accompanying agreements. Kathy will write letters to Sally confirming our intent to supply these funds, contingent upon execution of signed agreements among the parties for each.

Mission/Vision/Tagline: Jody Patterson. We will revise our Mission Statement to indicate the “we fund projects that are outside of the library’s budget.” Don moved that we accept this revision, and Wayne seconded. All approved.

The new Vision is as follows: “we envision a community-centered library that is able to dream big.” Wayne moved, and Ricki seconded, that this statement be implemented. All were in favor.

The proposed tagline is accepted. Jody explained that illustrations would feature “fairy godparents” of various shapes, colors, genders, etc.

Detailed Review of Consent Agenda: We will take up this discussion in our February meeting.

Liaison with Library Advisory Board: Chuck Collins. Chuck volunteered to be our liaison.

Placemat Design: Sabrina Riches. We discussed laminating the placemats, which would need sanitizing after each use, but decided to table that for the moment. Paper placemats will be ordered for the February HCAS.

There were several suggestions for the “What We Do” column that would add specifics. Wayne asked that each Trailblazer Award project be listed by name; Connie suggested that “we support the library by funding...” be placed at the head of that column. Ricki agreed that it’s important to be specific and detailed, for those who may be unfamiliar with FOL. Listing the accomplishments in chronological order was Wayne’s idea, and Connie added that the list should be updated each time placemats are reprinted.

Square Terminals: Josie Talbot. Membership team members want a second terminal for off-site use and as a backup in SHP. Mary will order one. For now, the second terminal will only be used for membership transactions.

Volunteer Appreciation Event: Dawn Sackal. This will take place in April. Dawn will determine the specifics. A budget of \$750 to \$1,000 was proposed.

Adjournment: There being no further business, Wayne moved that we adjourn. Jody seconded and all were in favor. Our next meeting will take place on February 21st, 2024.

Respectfully submitted,

Kathleen S. Yancy
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January 21, 2024
Date