

THE FRIENDS OF THE GEORGETOWN PUBLIC LIBRARY  
Board Meeting Minutes, February 21<sup>st</sup>, 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. Also in attendance was Amy Bauer, a new FOL member.

**NOT PRESENT:** 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 mentioned that the new table in the lobby, made by the Sun City Woodworkers Club and given by The Friends, was warmly welcomed.

The Sunday Music Series continues to be immensely popular, but not so crowded as to be unmanageable. Other events at the library this spring include Spring Break from March 10<sup>th</sup> through the 16<sup>th</sup>; the GISD Art Show beginning in the lobby on March 21<sup>st</sup>; and special hours during Easter weekend (open on Good Friday, March 29<sup>th</sup>, closed on the following Saturday and Sunday).

There will also be activities related to the upcoming solar eclipse on April 8<sup>th</sup>. Protective glasses for viewing the eclipse will be available beginning April 1<sup>st</sup>, and perhaps a "How-To" demonstration for making your own pinhole viewer. In addition, Lifelong Learners plan to present a program about eclipses and how they affect people – the date is March 23<sup>rd</sup>.

Sally told us that submissions for the Long-Range Plan project are being evaluated by library staff, city facilities employees, and our representatives from The Friends. There are six lead firms represented. By early April a selection should be made, and Sally expects to have a contract under consideration, possibly available for the Board's inspection, by the date of our April meeting.

Jody inquired about protocols for publicizing FOL activities on the library's news and information screens. Rachael Patillo is the point person for getting events listed, also on social media and in the library newsletter. Sally indicated that the only possible drawback to publicizing the Hill Country Author Series is the requirement to buy a ticket. As the library is required to offer its events to the public for free, she and Jody will explore this further.

**Secretary's Report: Kathy Yancy.** Wayne moved that the minutes of the January meeting be approved, and Don seconded. The vote to approve was unanimous and the minutes will be posted on the FOL website.

**Consent Agenda:**

**Treasurer's Report: Mary Ouellette.** Total revenue for January was \$7,791 and gross profit was \$7,643. Expenses totaled \$3,032. Net operating revenue amounted to \$4,610. With investment and interest income, the net revenue for January was \$5,250. Year-to-date net revenue totaled \$49,148. Total current assets are \$451,116. (All numbers are rounded to whole dollars.)

**Communications: Jody Patterson.** Jody volunteered to represent FOL on the Long-Range Plan Committee.

Don added photos to the FOL photo library: new table in the lobby, FOL at the Sun City Non-Profit Fair, Sunday Music at the library, and SHP bookstore.

Publications at Sun City posted the HCAS announcement, as did the closed-circuit TV bulletin board.

The team is losing Theresa Orecchia, and candidates for External Communications are sought. Ricki McMillian will serve in the interim.

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 \$515 in Collectors' Corner sales and \$3,888 in donations for January. Online sales via eBay totaled \$1,776, and the donation cart plus other donations/sales added up to \$1,171. The grand total for all book revenue was \$8,049 in January.

**Fundraising:** Donations for Giving Season raised \$50,150 as of February 15<sup>th</sup>. Our Fish City Grill event will be held on Tuesday, May 7<sup>th</sup>.

**Volunteer Orientation: Kathy Olmstead.** The next orientation will be held on March 20<sup>th</sup>; Kathy Olmstead is recuperating from surgery.

**Membership: Mindy Klein/Josie Talbot.** We have 1,578 members from 1,121 households as of January 31<sup>st</sup>. FOL was represented at the Sun City Nonprofit Fair on February 16<sup>th</sup> by Mindy, Carolyn, and Polly Herriott. The committee will also be present at the HCAS event, and our membership drive is scheduled for April 9-12, during National Library Week.

Membership renewal notices will be sent out this month. The annual summary of FOL accomplishments was sent to all Life members on February 7<sup>th</sup>.

**Information Technology: Wayne Talbot.** No network issues were reported. A new SSD drive was installed in the Treasurer's computer, and the old drive was left in place but disconnected, as a backup.

Mary moved that the consent agenda be approved, and Kathy seconded. All were in favor.

#### **Old Business:**

**Funding Requests: Kathy Yancy.** Kathy reviewed the two requests: \$9,000 for streaming services for the remainder of the fiscal year (or hard copy books, if preferred), and \$4,000 for three new work tables in the book sorting area. We quickly decided that our preference was for streaming, as initially suggested. Wayne moved that both requests be approved, and Josie seconded. The vote was unanimous, and both projects can be funded right away.

**Detailed Review of Consent Agenda: Chuck Collins.** This topic evolved from our January workshop with Bob Novello. We agreed to pursue "key performance indicators," as Bob mentioned. Wayne displayed various screens from our Little Green Light database software, such as number of donations per year, number of donors per year, average donation amount per donor per year, and number of donors retained yearly. The graphs were highly informative and instructive. Since the figures are annualized rather than broken into shorter time intervals, we decided to review them just

once a year. It was also agreed to publish numbers of donations and memberships monthly on our website and in our newsletter.

Jody asked about comparing the growth rate of our membership with Georgetown's growth rate. Chuck had information indicating that Georgetown has lately been growing 20% per year or doubling in size every 5 years.

### **New Business:**

**BookPage Subscription: Mary Ouellette.** We currently receive 500 copies of this publication every month. In April, when the renewal is due, the price will be \$2,880 for the year (a \$180 increase over 2023). We also have the options of switching to digital issues or subscribing to a combination of print and digital. The discussion revealed that our preference is for both formats. We'd like to know how many print copies are left over at month-end, and Mary will investigate. She will confirm the 10% discount for a combination subscription, the quantities for price breaks, and the ability to track usage of the online version.

**Volunteer Spotlight: Jody Patterson.** Our help was requested with gathering participants to be interviewed for this column in the newsletter. Terrie Hahn would be such a great candidate – some board members will approach her about this. We might also interview an entire work group or team.

**Executive Team: Sabrina Riches.** Sabrina distributed a document outlining suggested changes to our terminology and procedures. For example, we could use "coordinator" rather than "chair" and "team" instead of "committee." An up-to-date list of volunteers should be kept, and different board members should attend volunteer orientations. Also, new volunteers must be assured that we provide training for positions and that some can be done remotely.

The team suggested forming a Junior Advisory Team for those 16 or older; our board would give them assignments appropriate to their ages and interests. Alternatively, a spot or two could be reserved on our board for younger members.

Guests from the community could be invited to attend board meetings, with Q&A following.

Our Bylaws and Standing Rules need to be reviewed and updated as necessary, and respectful comportment at meetings should be specifically included.

Lastly, the group proposed that team coordinators be allowed to spend a small sum to acknowledge their team members' work during the year (in addition to the Volunteer Appreciation event).

During the ensuing discussion, other ideas were put forward. Jody concurred that the "team" and "coordinator" terminology was more current and particularly relevant to younger people. Connie asked if board members could speak with local school counselors about students who may be looking for volunteer opportunities. Ricki added that when younger people come to an FOL orientation, we send them to volunteer in the library because we have no programs for them.

Inquiring in city offices whether employees were allowed time off to volunteer was Josie's idea.

A Document Rewrite Team was formed, consisting of Don, Carolyn, Chuck, and Kathy. The Executive Team will work on implementation of the other suggestions.

**Adjournment:** There being no further business, Ricki moved that we adjourn. Carolyn seconded and all voted in favor. This meeting adjourned at 10:56 a.m. Our next meeting will take place on March 20<sup>th</sup>, 2024.

Respectfully submitted,

*Kathleen S. Yancy*  
Kathleen S. Yancy

February 26, 2024  
Date