

THE FRIENDS OF THE GEORGETOWN PUBLIC LIBRARY
Board Meeting Minutes, March 20th, 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; Volunteer Coordinator Kathy Olmstead; and Library Director Sally Miculek. Also in attendance was Amy Bauer, FOL member.

NOT PRESENT: Carolyn McAndrew.

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

Library Director's Report: Sally Miculek. Sally reported that the firm of Steinberg Hart has been chosen to perform the study for the library's long-range plan. We viewed the firm's brochure as she spoke about the Scope of Work meeting; the firm has a great deal of experience working with public libraries. Once the contract is written and executed, there will be a 50% deposit required to begin the work.

Sally thanked the FOL for funding the library's streaming request and mentioned that a new author had been added to those available; mobile access is also available now. The FOL receives credit for providing the funds for this on the website.

Sunday's free music was very popular -- it was "standing room only." Other programming during Spring Break was also well attended.

The GISD Art Show begins on March 21st with a reception on March 27th. The Lifelong Learners will present a lecture on the eclipse on March 23rd.

The annual State of the City presentation occurs on Thursday, March 21st and Sally encouraged everyone to attend. The library will bring the WOW:HD van and some giveaway items.

Secretary's Report: Kathy Yancy. Mary moved that the minutes of the February meeting be approved, and Connie 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 February was \$10,034 and gross profit was \$9,530. Expenses totaled \$19,966. Net operating revenue amounted to \$-10,435. With investment and interest income, the net revenue for February was \$-9,823. Year-to-date net revenue totaled \$39,325. Total current assets are \$439,778. (All numbers are rounded to whole dollars.)

Communications: Jody Patterson. The opening for the External Communications role has been posted in Volunteer Opportunities and will be shared in this month's Orientation. New graphics for the membership drive have been produced, and a temporary graphics designer has been recruited.

Don continues to photograph FOL events and activities at the library, available to view here: [FOL Photo Library](#).

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 \$659.59 in Collectors' Corner sales and \$3,589.56 in donations for February. Online sales via eBay totaled \$1,324.89, and the donation cart plus other donations/sales added up to \$1,420.89. The grand total for all book revenue was \$6,994.93 in February.

Fundraising: Donations for Giving Season raised \$51,409.83 as of March 13th. Our Fish City Grill event will be held on Tuesday, May 7th. The February HCAS event raised approximately \$2,300 for FOL.

Volunteer Orientation: Kathy Olmstead. The next orientation will be held today, March 20th. Six attendees are expected.

Membership: Mindy Klein/Josie Talbot. We have 1,495 members from 1,056 households as of February 29th. Reliant Plumbing is our newest business member. The FOL membership drive is scheduled for April 9-12, National Library Week, when the new graphics will be displayed. Library staff will be recognized on April 11th.

Information Technology: Wayne Talbot. No network issues were reported. Book clubs can now register and purchase multiple tickets for HCAS without the 3-per-person limit.

Mary was able to fix a keyboard issue on the Treasurers' computer, but a new keyboard will likely be needed.

Don moved that the consent agenda be approved, and Josie seconded. All were in favor.

Old Business:

BookPage Update: Mary Ouellette. Mary's research revealed that of the 500 copies of this publication we receive each month, about 35-40 copies are left over. We prefer switching to a combination of print and digital. We'll cut back to 450 print copies, with the ability to track usage of the online version. This will cost \$4,633 for the year. Mary moved that we go forward with this plan, and Don seconded. The vote to approve was unanimous.

Bylaws Revision: Don Ballard. The team met and reviewed each section of our Bylaws. Revisions were made, including some terminology, and a second draft was produced. Another meeting will be scheduled to finalize the document before it's presented to the Board. We'd also like to make it available to the membership, once we have Board approval – perhaps we could do that when we announce the date of the Annual Meeting.

Executive Team: Sabrina Riches. Minutes from the team's first meeting will be posted on Drive. Suggestions for our review included a coordinator for all the teams, including some new teams; written training guides for volunteers according to their positions; a possible intranet for training procedures and guidebooks; greater outreach for our volunteer orientations; and the potential use of project management software to assist with team coordination. The teams should meet regularly, keep minutes of their meetings, and post the minutes to Drive.

Sabrina also mentioned the new temporary graphics designer, Aspen Coriz, who will notify the fraternities and sororities at Southwestern University about our interest in a Junior Advisory Team. Other possibilities for these positions include The Georgetown Project, GISD, Boys and Girls Clubs, and the library's Teen Advisory Board.

Long-Range Plan Update: Mindy and Jody. The Steering Committee will consist of the Library Advisory Board members and two FOL members. Mindy and Jody attended the Library Advisory Board meeting on March 5th to meet other Steering Committee members. As Sally told us, the firm of Steinberg Hart was chosen to perform the study. A contract between the firm and the City will be prepared and presented to City Council for approval, possibly in April.

New Business:

New Graphics: Sabrina Riches. We viewed updates to our membership drive signage, including color changes and the new Fairy Godparents tagline, along with newly designed bookmarks. We discussed changing one of our membership levels to "godparent" but decided to keep the levels as they are. We'll modify the \$500 level to read "\$500 +."

Josie and Mindy reminded everyone to sign up for a shift at next month's membership drive, and a sign-up sheet was circulated.

In conjunction with our Sunday Music series, it was brought to our attention that Josh has been setting up and putting away the chairs by himself for quite some time. Don suggested that we ask for volunteers, and Jody offered to put this in the newsletter. Sabrina further suggested adding this to our list of opportunities. Don added that turning this over to the Teen Advisory Council as a project might be appropriate, and everyone approved of this approach.

Wayne brought up an issue with applications and renewals for library cards. Non-residents are unable to apply or renew online with a credit card. He suggested that FOL might offer to pay the fees for them. None of us know if this is possible, but Kathy will forward this request to Sally.

Adjournment: There being no further business, Wayne moved that we adjourn. Don seconded and all voted in favor. This meeting adjourned at 11 a.m. Our next meeting will take place on April 17th, 2024.

Respectfully submitted,

Kathleen S. Yancy
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March 26, 2024
Date