

THE FRIENDS OF THE GEORGETOWN PUBLIC LIBRARY  
Board Meeting Minutes, April 17<sup>th</sup>, 2024, 9:30 a.m.

**PRESENT:** Chuck Collins, President; Mary Ouellette, Treasurer; Connie Mayes, Assistant Treasurer; Kathy Yancy, Secretary; Directors Jody Patterson; Sabrina Riches; Don Ballard; Mindy Klein; Dawn Sackal; and Library Director Sally Miculek.

**NOT PRESENT:** Wayne Talbot, Ricki McMillian, Josie Talbot; Carolyn McAndrew; Volunteer Coordinator Kathy Olmstead.

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

**Library Director's Report: Sally Miculek.** Sally reported that everyone enjoyed the goodies that The Friends provided for Library Appreciation Day.

Because of the upcoming Two Step Inn concerts, the Sunday afternoon music has been canceled. However, during this week's Art Stroll, there will be performances in the lobby and on the Little Lemon patio.

The new furniture requested by the library and funded by FOL has not yet been approved. Steinberg Hart, the architecture firm selected to perform the study for the Long-Range Plan, now has the contract; Once they execute it, it goes to the City Council for final approval. This is anticipated to take place in May.

Budget planning for the 2025 fiscal year has begun. Sally plans to ask the City to fund the increased amount needed for streaming. She will also include a request for in-house security, so that the library may remain "peaceful and pleasant." Those staff members who work at desks find it difficult to engage often enough with patrons to supervise their behavior.

Sally hasn't yet heard from the Texas State Library regarding the grant request to fund the Express Services library project at Carver Center. FOL has committed to purchasing the secure lockers as part of this project. The grant would pay the salary of an employee there.

In response to patron requests, the library will offer tote bags for sale in May. These bags will be canvas and cost \$10 each.

Jody inquired about asking for volunteers to help Josh set up chairs for the Sunday afternoon music presentations. Sally will check with him to find out what he would like.

**Secretary's Report: Kathy Yancy.** Don moved that the minutes of the March 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 March was \$10,980 and gross profit was \$10,823. Expenses totaled \$2,221. Net operating revenue amounted to \$8,603. With investment and interest income, the net revenue for March was \$16,754. Year-to-date net revenue totaled \$56,079. Total current assets are \$458,252. (All numbers are rounded to whole dollars.)

**Communications: Jody Patterson.** The press release for May's Author Series event was created and distributed. The new link to the online edition of BookPage will be in the May newsletter.

Don continues to photograph FOL events and activities at the library, available to view here: [FOL Photo Library](#). His best photo of the eclipse will be featured in the May newsletter.

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 \$1,097.46 in Collectors' Corner sales and \$4,193.04 in donations for March. Online sales via eBay totaled \$1,362.98, and the donation cart plus other donations/sales added up to \$923.98. The grand total for all book revenue was \$7,577.46 in March.

**Fundraising:** Our Fish City Grill event takes place on Tuesday, May 7<sup>th</sup>. Ticket sales for HCAS begin online on April 30<sup>th</sup>.

**Volunteer Orientation: Kathy Olmstead.** Seven volunteers attended the March orientation. The next orientation takes place today, April 17<sup>th</sup>.

**Membership: Mindy Klein/Josie Talbot.** We have 1,386 members from 990 households as of March 31<sup>st</sup>. The FOL membership drive netted about 40 memberships/renewals plus several online memberships. Accepting credit cards via the Square terminal was a welcome upgrade. The fall membership drive will take place October 21-25 during National Friends of the Library week.

Don asked how we obtained the volunteers who worked the drive. Josie used Little Green Light to send out invitations to all recent active volunteers; Don requested that we use this method more often.

**Information Technology: Wayne Talbot.** Several book clubs have registered using the new form. Wayne used LGL to send out invitations for the Volunteer Appreciation Brunch.

**Executive Team: Sabrina Riches/Chuck Collins.** Minutes of the recent team meeting were provided.

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

#### **Old Business:**

**Executive Team: Sabrina Riches/Chuck Collins.** Sabrina told us that the team would like to begin quarterly meetings in May; she wasn't sure, however, where to find contact information for the team coordinators and leaders. We have a list of these names and contacts on Drive, so she'll begin there.

Chuck made a suggestion for recruitment – stay-at-home parents. If child care were available, this would enable their participation, perhaps by utilizing the library's children's programming. Sabrina added that we should be open to Zoom meetings to encourage greater participation by younger people.

Pursuing an intern from Southwestern University for our Youth Advisory Team was discussed. A job description would be needed, as well as a coordinator to consult with faculty in the Community-Led Education area. It was also suggested that we try to find a journalism major to take over the vacant External Communications position.

Chuck has met the individual who supervised the Community-Led Education classes, although she has transferred to another university. He asked for volunteers to join him in meeting with the new supervisor, Mary Claire Engel. Sabrina and Jody will participate, and Chuck will set up a meeting. Austin Community College could also be a resource for us, and Don reminded us that we could explore using teen groups. Chuck mentioned GISD's Junior Achievement and Key Clubs. The school district also has a Career Readiness Center that might be helpful for us.

Sabrina brought up the desire to form a Technology Team, responsible for creating a manual, procedures, and maybe some short training videos – educational tools that would be readily accessible for volunteers. When the possibility of putting the videos on a tablet in Second Hand Prose came up, Mindy added that this could be a great project for an intern. Chuck said this could be done from home.

Chuck mentioned the idea of Team Appreciation, which wasn't well received at last month's meeting. Using the monthly newsletter to highlight a team or individual could prompt interest among volunteers and become a recruitment tool. Once per quarter, a team leader or coordinator could be featured.

A new project, a Seed Library, was discussed. While the library has a Propagation Station, this requires some regular maintenance. We could enlist another nonprofit to help with this project, maybe one that's involved with food insecurity, native plants, or "green initiatives." Don mentioned the Sun City Horticulture Club; others brought up Master Gardeners and Master Naturalists as candidates for this. He also suggested finding an old library card catalog that could be refurbished for this project. Chuck added that the City has a Smart Water Use project that could tie in.

**Bylaws Update: Don Ballard.** The team will meet next week to finish its work on the Bylaws. The next project will be Policies. Mindy mentioned that Bob Novello from Wilco Institute has free templates for all sorts of documents, including policies.

#### **New Business:**

**Volunteer Appreciation Brunch: Dawn Sackal.** Dawn told us that all arrangements for the brunch are finalized. Although there is no program or presentation, Don will set up his FOL slideshow to run during the event. The new bookmarks will be available on every table.

Dawn announced that this was her last year as Special Events Coordinator.

**Adjournment:** There being no further business, Chuck moved that we adjourn. Jody seconded and all voted in favor. This meeting adjourned at 10:54 a.m. Our next meeting will take place on May 15<sup>th</sup>, 2024.

Respectfully submitted,

*Kathleen S. Yancy*  
Kathleen S. Yancy

April 20, 2024  
Date