

THE FRIENDS OF THE GEORGETOWN PUBLIC LIBRARY
Board Meeting Minutes, May 15th, 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; Jody Patterson; Don Ballard; Josie Talbot; Mindy Klein; Dawn Sackal; and Library Director Sally Miculek.

NOT PRESENT: Director Carolyn McAndrew; Volunteer Coordinator Kathy Olmstead. Sabrina Riches has resigned.

Call to Order: President Chuck Collins called the meeting to order at 9:34 a.m.

Library Director's Report: Sally Miculek. Sally reported that the new café booth and book sorting tables have been ordered. Also, City Council has approved the contract with Steinberg Hart architects.

The grant for a new employee to work at the "GPL Express" installation has been recommended by the Texas State Library. Now the Library Commission must approve the grant. (The GPL Express will be installed at Carver Center for Families, where our June and August board meetings will take place.)

Josie inquired whether the company that manufactures the lockers we've committed to funding might also make book drops, since one will be needed. And, if so, might the book drops be moveable? Sally indicated that both questions would be addressed. Don asked if patrons at the GPL Express would be able to apply for and receive library cards, and Sally said they will. The new employee will handle this, as well as instructing new users regarding the online catalog and use of the facilities. Wayne had a question about security cameras, and these are being considered as none are currently installed.

Sally mentioned the popularity of the adult programming in April, as well as the good attendance for the Holocaust Remembrance Day program on antisemitism that was co-sponsored with Congregation Havurah Shalom.

The final portion of Sally's report dealt with items the library staff has requested for fiscal year 2025. A list of the items was distributed, and the total cost for everything was estimated to be \$87,400. There was some discussion regarding the need to replace the wrap on the WOW:HD vehicle – it's only been in place for 5 years. Protection such as a shade sail or awning has been considered but seemed problematic to install. Steinberg Hart has been asked to look at this issue during the Long-Range Plan study.

In conjunction with the refurbishing of the WOW:HD, Don asked about the remaining useful life of the WOW Mobile. Sally replied that replacing it would likely be necessary in fiscal 2026; Don asked if the growth of Georgetown might require a second bookmobile. Sally said that was probable; until then, such workarounds as modifying the delivery schedules to various locations might enable staff to add additional sites to their route. There are already several new sites on the waiting list.

Secretary's Report: Kathy Yancy. Mary moved that the minutes of the April meeting be approved, and Connie seconded. The vote was unanimous, and the minutes will be posted on the FOL website.

Consent Agenda:

Treasurer's Report: Mary Ouellette. Total revenue for April was \$21,788 and gross profit was \$21,684. Expenses totaled \$2,152. Net operating revenue amounted to \$19,532. With investment and

interest income, the net revenue for April was \$20,177. Year-to-date net revenue totaled \$76,188. Total assets are \$478,139. (All numbers are rounded to whole dollars.)

Communications: Jody Patterson. The following positions are open on the Communications Team: Graphic Design, Social Media, and External Communications. All will be posted to the Volunteer Opportunities spreadsheet.

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 \$788.26 in Collectors' Corner sales and \$4,093.65 in donations for April. Online sales via eBay totaled \$986.32, and the donation cart plus other donations/sales added up to \$1,399.79. The grand total for all book revenue was \$7,268.02 in April.

Fundraising: Ticket sales for HCAS began online on April 30th. Our Fish City Grill event took place on Tuesday, May 7th, and Mindy pointed out that other non-profits do more promoting of their organizations during the event. A schedule for "greeters" may be set up for next year. Handing out our new bookmarks was popular and will be repeated.

Wayne raised a question for next year's Giving Season – should we eliminate the second mailing, considering how little response it produces? Some donors are put off by the second letter, but we have no way to prevent it from being sent to those who've already given. Jody asked if the second letter could contain a statement thanking those who have already donated, and this might be possible. In the end, we believe our financial position is strong enough to allow us to skip the second mailing entirely.

Volunteer Orientation: Kathy Olmstead. The next orientation takes place today, May 15th.

Membership: Mindy Klein/Josie Talbot. We have approximately 1,346 members from 965 households as of April 30th. Membership was actively promoted to non-FOL members during the Fish City Grill fundraiser.

Information Technology: Wayne Talbot. Little Green Light users can now search for book clubs under the "All Constituents" tab.

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

Old Business:

Volunteer Appreciation Brunch: Dawn Sackal. Dawn told us that attendance was lower than expected for the brunch. Ricki recalled that we had better attendance when we offered lunch and a program of some sort. For the Annual Membership Meeting, there are several unknowns – what date will the Friends Room be available, what time should we meet, will we have to relocate?

Executive Team: Chuck Collins. Sabrina has resigned. We now have openings for a President Elect, Special Events Coordinator, Social Media Coordinator, External Communications Coordinator, and Graphics Coordinator. Jody is considering combining the Social Media and External

Communications positions. She will put together an announcement for the vacancies. Chuck suggested that we highlight the possibility for volunteers to progress “through the ranks” if interested.

Don volunteered to contact the Team Coordinators and set up quarterly meetings.

Bylaws Update: Don Ballard. The team has posted the original and 2024 draft versions of the bylaws. The draft includes some new elements that the team felt were missing; outdated items were cut. The team’s next assignment is to review the Standing Rules of Order and develop appropriate policies. A new Teams folder has been created on Google Drive with a sub-folder for each team to record their meeting minutes and important documents.

New Business: Wayne moved that the board consider funding the items on Sally’s list for 2025. Ricki seconded the motion, and all were in favor. This will be placed on the June agenda.

Ricki reminded us that it’s time to begin soliciting for the 2024 Eric Lashley Trailblazer Award. She and Carolyn will first meet with Sally, then with all library staff to discuss the award.

Adjournment: There being no further business, this meeting adjourned at 10:59 a.m. Our next meeting will take place on June 19th, 2024 at Carver Center for Families at 1200 W. 17th Street.

Respectfully submitted,

Kathleen S. Yancy
Kathleen S. Yancy

May 19, 2024
Date