

THE FRIENDS OF THE GEORGETOWN PUBLIC LIBRARY  
Board Meeting Minutes, June 19<sup>th</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 Carolyn McAndrew; Ricki McMillian; Jody Patterson; Don Ballard; Josie Talbot; Mindy Klein; Dawn Sackal; and Library Director Sally Miculek.

NOT PRESENT: Volunteer Coordinator Kathy Olmstead.

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

Chuck began this meeting by providing some background on the property now called the Carver Center for Families. Decades ago, it was known as the African American School and was the only school for Black children in Georgetown prior to integration. After a large new Carver Elementary was built, this property was purchased jointly by the Georgetown Health Foundation and the Lone Star Circle of Care. The two entities have since partitioned their holdings. Numerous community organizations now have access to the facilities. In addition, a building down the street is being remodeled to house a group of mental health professionals.

**Library Director's Report: Sally Miculek.** Sally discussed the GPL Express project first, saying that the location for the book lockers was uncertain. She'd like an outdoor location that has some shelter from rain and sun, and is consulting with contacts at Georgetown Health Foundation. Once the locker system is installed, it will be wrapped much like the WOW!Mobile and WOW:HD, with the FOL name and logo displayed. As far as the grant to fund a new employee for the project is concerned, she believes that the grant has been awarded but awaits official notification.

The dates of August 5 through September 18 have been established for the upstairs carpet replacement at the library. The building will be open, but the second floor will be off-limits to patrons during this time. Once the new carpet is in place, the configuration of shelves, lighting, and electrical outlets will be largely the same, though one particularly dark area needs more illumination.

Patrons will be asked not to bring their donated books to the library during this time, though plans are in place to accommodate a small number of donations. No materials will be due while the building undergoes improvements. One official announcement has been made via the newsletter, and others are planned. During this time, home deliveries and the WOW!Mobile schedule will continue as usual.

Sally also mentioned that registration is open for the Summer Reading Program. Last year's attendance was record-breaking, and registrants thus far are on pace to meet or exceed the 2023 numbers. The Teens and Tweens activities include the production of a radio mystery show. The Native Plant Society is scheduled to present a program on pollinators, and a presentation about bats is also planned.

Regarding the Long-Range Plan, some site visits to various local libraries are planned for library staff members and representatives from Steinberg Hart. There will also be meetings with stakeholders. A draft plan may be available as soon as November or December.

Finally, Sally told us that an initial look at the City's budget for 2025 would be provided on July 10-11. Though the approach is generally conservative, she confided that the library's funding may be tight.

**Secretary's Report: Kathy Yancy.** Don moved that the minutes of the May meeting be approved, and Wayne 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 May was \$14,944 and gross profit was \$14,376. Expenses totaled \$6,241. Net operating revenue amounted to \$8,134. With investment and interest income, the net revenue for May was \$8,793. Year-to-date net revenue totaled \$84,820. Total assets are \$486,924. (All numbers are rounded to whole dollars.)

**Communications: Jody Patterson.** The open positions (Graphic Design, Social Media, and External Communications) are posted to the Volunteer Opportunities spreadsheet.

Don continues to photograph FOL events and activities at the library, such as Sunday Music and the HCAS. Photos are 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 \$751.96 in Collectors' Corner sales and \$4,276.72 in donations for May. Online sales via eBay totaled \$1,424.51, and the donation cart plus other donations/sales added up to \$717.92. The grand total for all book revenue was \$7,171.11 in May.

**Fundraising:** Wayne displayed some new reports available in Little Green Light. Such topics as Donor Attrition, Donors by \$\$ Tier, Donor Retention Rate and Retention Status, and Funds Raised per Event are now included. Jody asked that we add some of these metrics to our quarterly review of membership and donation statistics. Looking at the Donor Attrition example, Chuck commented on the apparent drop-off in number of donors this year; Wayne suggested that since we've had no "flashy" projects, we haven't attracted as much notice in the community.

**Volunteer Orientation: Kathy Olmstead.** The next orientation takes place on June 26<sup>th</sup>.

**Membership: Mindy Klein/Josie Talbot.** We have approximately 1,344 members from 965 households as of May 31<sup>st</sup>. Volunteers will be solicited to pursue business memberships, brainstorm ideas to attract and retain members, and assist with membership drives.

**Information Technology: Wayne Talbot.** No issues were reported. Procedures continue to be documented in Little Green Light.

**Consent Agenda:** Josie moved that the consent agenda be approved, Ricki seconded, and all were in favor.

**Old Business:**

**Funding Request for 2025:** Wayne's motion that we approve all the items on the list was seconded by Don. All those present voted in favor.

**Bylaws Revision Update: Don Ballard.** Don asked Mindy to discuss the differences between Restated Bylaws and Amended Bylaws. Based upon her explanation, we determined that our revisions constitute a restatement, as nothing of substance is changing. Don moved that a vote to accept the

Restated Bylaws be placed on the agenda for the annual membership meeting, and Wayne seconded. All were in favor. Members will view both the original and new versions.

Next, the team will address major policies. Policies specific to a particular team will be written by that team. Don will contact the Team Coordinators and set up meetings.

**Eric Lashley Trailblazer Award:** Following a meeting with Sally and Becca, Ricki wrote a memo to all library staff explaining the parameters of the award procedure. We discussed refinements, such as encouraging a team approach/collaboration and providing feedback to those whose entries are not chosen. We all agreed that we should follow up on completed projects, as Josie suggested, and Carolyn added that a follow-up report to the Board would be appropriate. Chuck stated that we don't know how successful the previous projects have been because we didn't ask – this could also be addressed during the application phase: "what would success look like?"

Wayne's idea to present the award at the annual meeting was well received. Jody suggested that we ask for feedback from previous winners as to how we could improve the process. Chuck added that the previous winners represent a knowledge base from which we and the new applicants could draw.

**New Business:**

**Leadership Georgetown:** Wayne shared the letter we received from the Chamber of Commerce describing this project. For those chosen to participate, it provides city-wide exposure to various agencies or departments. This could serve as a means of outreach for FOL, making contacts and developing leadership skills.

**Adjournment:** There being no further business, this meeting adjourned at 11:19 a.m. Our next meeting will take place on July 17<sup>th</sup> at the library.

Respectfully submitted,

*Kathleen S. Yancy*  
Kathleen S. Yancy

June 23, 2024  
Date