

THE FRIENDS OF THE GEORGETOWN PUBLIC LIBRARY
Board Meeting Minutes, July 17th, 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. Two guests were also in attendance: Angela Bryan McGlothlin and Mary Faithful.

NOT PRESENT: Director Carolyn McAndrew; Volunteer Coordinator Kathy Olmstead.

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 shelving units separating the café from the Teen Space are installed and making a significant difference. Other furnishings for both upstairs and downstairs are on order; installation upstairs will take place after the new carpet is installed. Wayne cautioned that all the air filters will need to be replaced, once the carpeting is finished. Don asked if we could get some photos of the process for our website, especially in Second Hand Prose. Sally will mention this to Rachael Patillo on staff.

The library's website now features the link to BookPage online, and patrons are utilizing it. Jody pointed out that our monthly newsletter also contains a link.

Sally discussed some of the recent activities at the library, including the Summer Reading Program, Storytime, and kids' movies. For adults, the Native Plant Society presentation and Bat Walk, plus movies. Next week, another Kitten Adoption Event will take place.

Regarding the various projects that FOL is assisting with, the GPL Express at Carver Center for Families requires the signed and approved contract for the new employee; the library's assistant director is working on that employee's job description. Sally is seeking to order the most appropriate modular locker and book drop system.

In connection with the library's Long-Range Plan, members of the staff will visit 3 libraries in the DFW area which were projects of Steinberg Hart. Also upcoming is a meeting of the Steering Committee and library staff. Thereafter, input from the community will be sought.

Sally recently attended a conference of the American Library Association, and the topics which most interested her were safety, security, and accessibility. She hopes to address GPL's needs in this area more fully in the coming months. Two part-time security guards ("safety hosts") are included in her budget request for 2025, and their primary responsibilities would be to help patrons feel secure and welcome, particularly during evening and weekend hours. She also wants to add additional American Sign Language interpreters for more events, as well as more closed captioning for films in the library. She would like to see the City offer a stipend for sign language interpreters as they do for Spanish language interpreters. Mary Faithful pointed out that not only is sign language different for Spanish speakers, but there are also 5 levels of proficiency for certification in either language. Chuck added that Black English is also interpreted differently than ASL. Mary suggested outreach to the deaf community specifically.

Secretary's Report: Kathy Yancy. Ricki moved that the minutes of the June 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 June was \$9,801 and gross profit was \$9,662. Expenses totaled \$2,684. Net operating revenue amounted to \$6,978. With investment and interest income, the net revenue for June was \$10,329. Year-to-date net revenue totaled \$95,220. Total assets are \$497,422. (All numbers are rounded to whole dollars.)

Communications: Jody Patterson. The following position is open on the Communications Team: External Communications. It's posted to the Volunteer Opportunities spreadsheet. Jody has a new person for the Graphics and Social Media position, Julie Planas.

Susan has posted the Book Club registration form on the website Contact page. The Group Ticket purchases link will be posted on the HCAS page when the November tickets become available.

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 \$1,476.22 in Collectors' Corner sales and \$4,064.74 in donations for June. Online sales via eBay totaled \$1,795.57, and the donation cart plus other donations/sales added up to \$1,145.16. The grand total for all book revenue was \$8,481.69 in June.

Fundraising: Wayne brought up a problem with the next Giving Season: he hasn't received a response to his request for quote from Carl Bloom Associates. Jody proposed that we consider performing the composition, printing, and mailing of the letter ourselves. We believe we possess the necessary skills with in-house talent to do so, though our cost may increase a little. Unless Wayne successfully communicates with the vendor, we may need to do this.

Volunteer Orientation: Kathy Olmstead. The next orientation takes place today, July 17th.

Membership: Mindy Klein/Josie Talbot. We have approximately 1,348 members from 973 households as of June 30th. The Fall Membership Drive will take place during October 7-11

Information Technology: Wayne Talbot. Little Green Light users can now look for Procedure documents under the "Activities > Documents" tab.

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

Old Business: none.

New Business:

Board and Team Vacancies: Don and Chuck reminded everyone of the Teams meeting on Monday, July 22nd. We're facing some changes to leadership positions, but we also have some new volunteers who may help with this. Chuck reminded us that we're focusing on teamwork and collaboration to attract new leaders. Jody's comment was that she'd never been on a board that was so involved in the daily work of the organization.

Ricki pointed out that we're required to put together a Nominating Committee to present a slate of officers and directors at the Annual Membership Meeting in September – Don and Chuck will work on this. Wayne will provide a spreadsheet of prior directors and terms of office. Anyone planning NOT to return to the board should let Don or Chuck know.

Connie brought up a technology issue that needed to be addressed right away: a failing monitor or other video issue on the Finance computer. Wayne stated that he could probably troubleshoot and repair the problem with a new video card (unless it's a chip on the motherboard), for under \$200. An alternative would be to replace the entire system, for around \$600. Don moved that Wayne be authorized to order a new system at once, up to a \$1,000 value, and Kathy seconded. This will be taken care of. Wayne cautioned that a new system might necessitate a new printer, because of the maintenance contract with Hewlett Packard. If so, that will be dealt with.

Adjournment: There being no further business, this meeting adjourned at 10:48 a.m. Our next meeting will take place on August 21st, 2024. Location is to be determined.

Respectfully submitted,

Kathleen S. Yancy
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Date July 18, 2024