

THE FRIENDS OF THE GEORGETOWN PUBLIC LIBRARY  
Board Meeting Minutes, August 21<sup>st</sup>, 2024, 9:30 a.m.

**PRESENT:** Chuck Collins, President; Wayne Talbot, Past President; Mary Ouellette, Treasurer; Kathy Yancy, Secretary; Directors Ricki McMillian; Carolyn McAndrew; Don Ballard; Josie Talbot; Mindy Klein; Dawn Sackal; and Library Assistant Director Becca Sexton. Angela Bryant McGlothlin attended, representing the Communications Team; Karen Harrison attended, as 2025 President Elect.

**NOT PRESENT:** Director Jody Patterson; Volunteer Coordinator Kathy Olmstead; Assistant Treasurer Connie Mayes.

**Call to Order:** President Chuck Collins called the meeting to order at 9:29 a.m.

**Library Assistant Director's Report: Becca Sexton.** The Summer Reading Program enjoyed record participation this summer, Becca reported. Though the second floor is unavailable to patrons, activities are continuing. Lark & Owl Bookstore will host "Friday Chaos Trivia" for adults, the Memory Café will take place at City Hall, and an artist's reception and display is coming to the first floor lobby.

The replacement of carpet upstairs is progressing. Zone 1 (the west side) is finished, and Zone 2 (including Second Hand Prose) is beginning. Rachael is taking photos of the process.

Becca announced that the 2025 budget process is nearing completion. Fiscal 2025 will be tight financially; there isn't much funding to add to the collections. Two new employees will be added, but they'll be part-time.

The GPL Express project at Carver Center for Families is moving along. The expected approval of the library's grant application and the associated job description should take place in early September. About two weeks thereafter the lockers and book drop locations should be finalized and vendors contacted.

In connection with the library's Long-Range Plan, a meeting of the Steering Committee and library staff took place. Input from the community is the next step. A survey will be conducted, and a table will be set up in the lobby where patrons may voice their opinions and preferences. Becca also mentioned that Georgetown's population is now believed to have surpassed 100,000 residents.

Becca indicated that one proposal for the Lashley Award is ready to submit, and several others are in the works. The closure of the second floor has given the staff time to prepare their presentations. In addition, staff training is planned: Red Cross "Stop the Bleed" training and a de-escalation workshop are scheduled.

**Secretary's Report: Kathy Yancy.** Ricki moved that the minutes of the July meeting be approved, and Don 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 July was \$11,107 and gross profit was the same. Expenses totaled \$8,022. Net operating revenue equaled \$3,086. With investment and interest income, the net revenue for July was \$3,718. Year-to-date net revenue totaled \$99,905. Total assets are \$501,480 as of July 31<sup>st</sup>. (All numbers are rounded to whole dollars.)

**Communications: Jody Patterson.** Jody instituted a new format for the team reports, reflecting both actions and results. This allows the members to measure their successes and analyze what might be done differently.

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

The press release went out for our November HCAS. Rachael Patillo, Communications Director for the library, offered to add this and future Author Series events to their social media and press releases.

Lifelong Learners GTX (formerly Senior University) now has a webpage for Community Events and will begin posting FOL events as well as those of other local organizations.

Angela Bryant McGlothlin will assume the duties of External Communications Coordinator in January.

Newsletter and website articles/announcements should be submitted by September 15<sup>th</sup> to ensure timely publication in the October issue. More immediate needs can be accommodated on our social media.

Graphics Designer and Social Media Coordinator Julie Planas created both the invitation to the Annual Membership Meeting and the November HCAS poster. She also posted the sale on Collector's Corner books, began experimenting with reels (trending audio) on social media, and is developing and recording procedures for social media tasks. According to analytics for July, audience numbers and content interactions are up on Facebook and Instagram.

Susan Firth helped with social media prior to the arrival of Julie Planas and updated the website to highlight the Annual Membership Meeting, October membership drive, new opportunities for volunteers, and the closure of the library's second floor.

**Book Sales.** Second Hand Prose made \$1,059.68 in Collectors' Corner sales and \$5,442.26 in donations for July. Online sales via eBay totaled \$2,371.73, and the donation cart plus other donations/sales added up to \$1,152.65. The grand total for all book revenue was \$10,026.32 in July, our best month of the year thus far.

**Fundraising:** Karen reported that she has heard favorable comments from book club representatives in anticipation of Lawrence Wright's November presentation at HCAS.

**Volunteer Orientation: Kathy Olmstead.** No orientation this month, due to the closure of the second floor.

**Membership: Mindy Klein/Josie Talbot.** We have approximately 1,348 members from 975 households as of July 31<sup>st</sup>. The Fall Membership Drive will take place during October 7-11 and volunteers are needed to work.

**Information Technology: Wayne Talbot.** Little Green Light users can find Procedure documents under the "Activities > Documents" tab. A new monitor was installed for the Finance computer, and the new computer will be installed upon delivery.

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

**Old Business:**

**Annual Meeting:** Don and Chuck put together a slate of current and proposed board members for election at the meeting. This list will be included in the Meeting Notice which Wayne will send out, with wording to be provided by Dawn. Our September newsletter should also include a reminder to RSVP for the meeting. Barbara White and Mary Faithful are spearheading the set-up for this event, and all board members are encouraged to stay and help clean up afterward.

**Long-Range Plan Steering Committee:** Mindy indicated that the team from Steinberg Hart seemed to be impressed with the camaraderie between the FOL and library staff. They specifically asked what FOL would like the study to accomplish. We indicated that any suggestions regarding the configuration of Second Hand Prose and our first floor work area would be welcomed. The next phase of the work is to seek input from the community and library patrons on the plan.

**Lashley Award:** Ricki and Carolyn will evaluate the submissions.

**New Business:**

**Proposed Budget for 2025:** Mary told us that there were few substantive changes in the next fiscal year's budget. Her estimate for net operating revenue in fiscal 2025 is \$64,375.

Our Form 990 tax returns are posted on the website, and Mary will ensure that the most current return is available there. Wayne sought confirmation that we file and post the long form of the 990, which Mary confirmed.

**Lawlor Fund:** The reconciliation that Mary provided showed a remaining balance of approximately \$69,500. Don suggested that we seek out ways to use these funds for permanent improvements in the library.

**GTX Connect:** Chuck proposed that FOL join the Changemaker platform, a database which allows community organizations to share and exchange resources. There is also the capability to cross-link to other members' websites, which Angela said was a powerful boost for any organization's web presence.

**Adjournment:** There being no further business, Mindy moved that we adjourn. Wayne seconded, and this meeting adjourned at 10:15 a.m. Our next meeting will be the Annual Membership Meeting on September 25<sup>th</sup> at 10 a.m. in the Friends Room at the library.

Respectfully submitted,

*Kathleen S. Yancy*  
Kathleen S. Yancy

August 24, 2024  
Date