

## THE FRIENDS OF THE GEORGETOWN PUBLIC LIBRARY

Board Meeting Minutes, April 16<sup>th</sup>, 2024, 9:30 a.m.

**PRESENT:** President Chuck Collins; Past President Wayne Talbot; Treasurer Mary Ouellette; Assistant Treasurer Connie Mayes; Secretary Kathy Yancy; President Elect Karen Harrison; Directors Don Ballard, Josie Talbot, Jody Patterson, Angela Bryant McGlothin, and Carolyn McAndrew; Library Director Sally Miculek. Sherri Miklaski and Colleen Ellis also joined us.

**NOT PRESENT:** Volunteer Coordinator Kathy Olmstead, Directors Ricki McMillian and Mindy Klein.

**Call to Order:** President Chuck Collins called the meeting to order at 9:30 a.m.

**Library Director's Report:** Sally began her report by discussing the new devices at the library entrances. These aren't security cameras but counters, which enable the staff to estimate how many patrons visit the library. The goal is to achieve 500,000 visits per year.

Colleen and Sherri showed the text magnifiers that Colleen's Trailblazer Award will purchase. There are 4 types of these devices, varied in dimensions, level of magnification, and lighting. These will be combined as a kit, along with a simple magnifier card, enabling patrons to check out a kit and try each style. They will keep the one that best suits their needs and return the others. All the magnifiers are to be purchased on Amazon, and Wayne cautioned that import tariffs might cause price increases. Josie suggested that an eye doctor might know of other sources.

Jody inquired about the possibility of checking out e-readers like Kindle. Sally reminded us that an Amazon account was needed to use a Kindle, which could be problematic. Chuck mentioned an ADA grant to help with the cost.

Sally reminded us that the URL for the City of Georgetown has changed, affecting all city email addresses. For the next year, emails sent to the old addresses will be forwarded; we should update our address books right away.

FOL-funded project updates: furniture for the lounge and computer areas is on order. The contract for the GPL Express book lockers is out for signatures, and delivery should be 60-90 days after submission of the order. Meanwhile, circulation has doubled from February to March.

Budgeting for Fiscal 2026 has begun, and Sally described the main priorities for the library:

- a) Replace barcodes in print materials with Radio Frequency ID codes. This would enable quicker handling of the materials and simplify many tasks.
- b) Substitute Libby for the Hoopla app, thereby reducing the reserves of print material and wait-times.
- c) Hiring additional staff: a supervisor for the security team and another part-time security guard; more part-time library assistants or aides; a full-time library assistant for children and home schooling parents.
- d) Other equipment and furniture replacements.

With the cancellation of IMLS funding, the grant that pays Colleen's salary will be replaced by funding from the General Fund of the regular budget. This cancellation also affects the postage for inter-library loans, so some small fees will be incurred. In addition, the tech share database fees will increase, and availability may change. The E-Read Texas program will cease to expand, and as titles lose their funding the entire program will expire.

Finally, Sally thanked the board for providing baked goodies to the staff during Library Appreciation week.

**Secretary's Report: Kathy Yancy.** Wayne moved that the minutes of the March meeting be approved as presented and Jody seconded.

**Consent Agenda:** Don moved that the Consent Agenda be accepted, and Jody seconded.

**Treasurer's Report: Mary Ouellette.** Total revenue for March was \$12,655 and gross profit was \$12,588. Expenses totaled \$1,894. Net operating income equaled \$10,694. With investment and interest income, the total net revenue for the month was \$8,225. Total assets were \$418,861 as of March 31<sup>st</sup>. (All numbers are rounded to whole dollars.)

**Communications:** Don previewed the slideshow for the upcoming volunteer luncheon. Jody announced that she has an interview with a new volunteer for the Graphics/Social Media position.

**Book Sales.** Second Hand Prose made \$799.08 in Collectors' Corner sales and \$3,897.94 in donations in March. Online sales totaled \$2,047.07, and the donation carts plus other donations/sales added up to \$717.27. The grand total for all book revenue was \$7,461.36 in March.

**Fundraising:** Wayne noted an uptick in donations from the lobby book carts. Donations continue to arrive for Giving Season.

**Volunteer Orientation:** Orientation resulted in two new members.

**Membership: Mindy Klein.** We have 1,276 members from 897 households as of March 31<sup>st</sup>. FOL honored the library staff with homemade cookies. Results from the spring membership drive were impressive: 28 new members and 18 renewals, plus a new business member and 5 donations.

An issue was identified with verbal requests in SHP to join FOL. One prospective member tried to join twice and was directed to the Circulation Desk. She eventually found us. Although there are written instructions at the desk in SHP, Wayne suggested that a verbal reminder would be appropriate.

### **Old Business:**

**Insurance:** Kathy reported that the quoted General Liability policy protects our organization at off-site events with no added premium. Wayne moved that both the liability and Volunteer Accident policies be initiated, with a second from Don.

**Volunteer Appreciation Luncheon:** All arrangements are in place. Jody confirmed that she will speak about volunteering.

**New Business:**

**BookPage:** Mary informed us about the renewal cost for BookPage and asked about usage data on the digital version of the publication. Jody reported that only 52 users have taken advantage of the digital version; Mary added that reverting to the print version only would likely save about \$1,000. We voted to drop the digital version.

**Other:** Don confirmed with Sally that the revised agreement between FOL and the Library, the Memorandum of Understanding, had been received. It is under review by the City Manager, who will send it to the Legal Department, and finally to the City Council.

We previewed the video that Don assembled for the Volunteer Appreciation Luncheon – great!

**Adjournment:** There being no further business, Chuck moved, and Angela seconded, that this meeting adjourn at 10:52 a.m. Our next meeting will take place on May 21<sup>st</sup> at 9:30 a.m. in the classroom at the library.

Respectfully submitted,

*Kathleen S. Yancy*  
Kathleen S. Yancy  
Secretary

April 21, 2025  
Date