

## THE FRIENDS OF THE GEORGETOWN PUBLIC LIBRARY

Board Meeting Minutes, May 21<sup>st</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, Angela Bryant McGlothlin, Ricki McMillian, Mindy Klein, and Carolyn McAndrew; Library Director Sally Miculek. Raven Monaco (Communications Team) also joined us.

**NOT PRESENT:** Volunteer Coordinator Kathy Olmstead, Director Jody Patterson.

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

**Library Director's Report:** Sally began by mentioning that the staff has received requests to sell HCAS tickets in person, which we aren't doing any more. This is a phenomenon that we weren't aware of; Wayne pointed out that for in-person sales, we're unable to capture any contact information from the buyer. Mindy suggested that some tickets could be sold at the October Membership Drive. Sally added that there might be a way to have a "permanent ticket" available at the Circ Desk which purchasers could scan with their phones. We also have a second Square terminal that we might program for in-person ticket sales. Chuck summed up by stating that we can't force patrons to buy online if they're unwilling; he urged team leaders to work out a suitable solution and to include library staff.

Sally gave us an update on programming, including a sculpture show and four movies. The Summer Reading Programs for all ages will feature the theme "Color Your World." Storytime Playdates are planned for city parks. The Little Poppy Learners Trailblazer Award project has begun registration, with 150 already registered in only 2 weeks.

Next, Sally described a potential collaboration between the City and the Levitt Foundation to bring free live music to the community, using the refurbished area behind the Light and Waterworks Building next to the library. The proposal involves the FOL partnering with the City Arts and Culture Program to apply for a grant. But Wayne pointed out that if this project isn't physically within the library, it probably conflicts with our mission. Chuck asked about the grant application and reporting requirements. FOL will have a representative at this afternoon's meeting to gather more information.

Finally, Sally brought to our attention a proposal in the Legislature to limit minors' access to explicit materials without parental permission. Should this proposal be enacted, the library and SHP will be affected. A restricted area for these materials would be needed.

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

**Consent Agenda:** Kathy moved that the Consent Agenda be accepted, and Carolyn seconded.

**Treasurer's Report: Mary Ouellette.** Total revenue for April was \$14,421 and gross profit was the same. Expenses totaled \$16,559. Net operating income equaled \$-2,137. With investment and interest income, the total net revenue for the month amounted to \$-1,349. Total assets were \$412,832 as of April 30<sup>th</sup>. (All numbers are rounded to whole dollars.)

**Communications:** Raven Monaco, new Graphics/Social Media person, made some website changes, posted to FaceBook, and created a Google Business Profile for Second Hand Prose. Thanks, Raven!

**Book Sales.** Second Hand Prose made \$675.29 in Collectors' Corner sales and \$4,007.04 in donations in April. Online sales totaled \$1005.87, and the donation carts plus other donations/sales added up to \$948.80. The grand total for all book revenue was \$6,637 in April.

**Fundraising:** Wayne gave an overview of the Giving Season procedure. Last time, we sent only one mailing and still achieved 60% of the donors and 66% of the dollars as in prior years (when we sent two mailings). There are some wrinkles to be ironed out with Carl Bloom Associates, the vendor, but he's working on those. Angela suggested using a different vendor and a local mailing list. Chuck wants those concerned to meet separately, then bring their recommendations to our June board meeting. We would then vote on the contract at our July meeting.

Karen reported that for tomorrow's HCAS event, a survey will be placed on each table. The primary questions are "what would you like to hear?" and "how did you learn about us?". FOL members received a reminder email a week ago; ticket sales jumped from 90 to 116 within 24 hours. As of Sunday afternoon, 139 tickets were sold. Also, over 60% of the emails were opened.

Karen is training the new HCAS team, who are enthusiastic and full of good ideas.

**Volunteer Orientation:** Orientation resulted in ten new members, including our new Communications Team member Raven and two new IT Team members!

**Membership: Mindy Klein.** We have 1,278 members from 907 households as of April 30<sup>th</sup>. Brochures were distributed at the May music concert. Membership will be promoted at tomorrow's HCAS event as well.

### **Old Business:**

**Trailblazer Award:** Ricki is presenting this year's award competition to the library staff today, encouraging collaboration and de-emphasizing the "novel idea" aspect. Karen asked for a 3-member team for this project, if possible.

**Long Range Plan:** Jody and Mindy attended the final meeting of the Steering Committee. Following City Council review, the proposed timeline for implementing the library expansion and renovation was extended. Council was supportive of short-term initiatives such as more book lockers, pop-up libraries, and additional outreach vehicles. The committee voted to approve the final report, which Sally will present to Council.

### **New Business:**

**Sales Tax Payment:** Mary informed us about a discrepancy that has just come to light. We've paid sales tax for the online book sales that take place within Texas, but Janet informed Mary that eBay collects and pays the tax. This was news to both Mary and Kathy (the previous treasurer). Clearly, better communication is needed. Mary has made accounting adjustments going back to 2022, but the total amount we overpaid is about \$400, which is not a significant amount.

**Money Counters and SHP Volunteers:** Mary discovered numerous discrepancies between the records of book sales and donations in SHP and the amounts of actual monies collected. There are also errors in the use of the Square credit card terminal in SHP. Re-training is necessary, and it may be possible to identify those volunteers who make the most errors. Mary wants to re-work the Money Counter Worksheet, hoping to simplify their tasks. In addition, Denise Haverty (Money Counter Supervisor) is leaving, and Mary will handle finding a new supervisor.

**Security in Second Hand Prose:** Josie brought this topic up for discussion. She pointed out that some book vendors are coming in as SHP is closing, or after closing, and taking more than the 15 volumes allowed. Don said that he had seen vendors coming in early, before the official opening time, as well. While this is dishonest, there seems to be little that we can do to prevent it. We should ask Terrie about it and consider asking the security personnel for their help. Connie suggested that we clearly post the bookstore hours of operation, so there's no misunderstanding. The hours of operation could be extended to match those of the library, but more volunteers would be needed. We considered other ideas, such as a physical barrier of some sort or a security camera, but no decision was reached.

**Adjournment:** There being no further business, this meeting was adjourned at 10:40 a.m. Our next meeting will take place on June 18<sup>th</sup> at 9:30 a.m. in the classroom at the library.

Respectfully submitted,

*Kathleen S. Yancy*  
Kathleen S. Yancy  
Secretary

June 4, 2025  
Date