

THE FRIENDS OF THE GEORGETOWN PUBLIC LIBRARY

Board Meeting Minutes, November 19th, 2025, 9:30 a.m.

PRESENT: President Karen Harrison; Past President Chuck Collins; Treasurer Mary Ouellette; Assistant Treasurer Connie Mayes; Secretary Kathy Yancy; President-Elect Angela Bryant McGlothin; Directors Don Ballard, Josie Talbot, Janet McFarland, Mindy Klein, Wayne Talbot, Judy Arnold, and Ricki McMillian; and Library Director Sally Miculek.

NOT PRESENT: Volunteer Coordinator Kathy Olmstead. Mary Ouellette had to leave early.

Call to Order: President Karen Harrison called the meeting to order at 9:27 a.m.

Library Director's Report: Sally told us that the recent inventory revealed about 2% or 2,500 items not accounted for. This is about the usual result; she anticipates locating half of those items eventually. Besides completing the inventory, the staff also improved the space by auctioning or giving away unused equipment. Badly needed lighting was added upstairs in the adult books area, and all spaces were deep cleaned.

During the week, staff also received additional training in CPR and AED, as well as how to respond to difficult or threatening situations.

Upcoming events include the Citizen Satisfaction Survey from the City of Georgetown, and the Thanksgiving and Christmas holidays. The library will close early on Wednesday, Nov. 26, reopening on Saturday, Nov. 29. Holiday hours for Christmas will be announced soon. In January the grand opening of the remodeled Light and Water Works plaza next door is planned.

Book lockers for Carver Center have been delivered; bids for the wrap are coming in. Until the official January opening, Colleen is experimenting with procedures there to find what works best.

Sally explained that the Tales on the Trails project we funded was back in usable condition after the July flooding. The stands survived intact and only the story pages had to be replaced. Karen inquired who we should thank for all the clean-up required; Sally will send her the person's name.

Secretary's Report: Kathy Yancy. The minutes of the October meeting were approved as presented; Josie made a motion to approve, and Ricki seconded. The minutes will be posted on the FOL website.

Consent Agenda: Kathy moved to accept the Consent Agenda, Connie seconded, and all voted in favor.

Treasurer's Report: Mary Ouellette. Total revenue for October was \$16,869 and net revenue was \$16,791. Expenses totaled \$72,845 including donations to the library of \$59,670. Net operating income equaled \$-56,054. With investment and interest income, minus other costs, the total net income for the month was \$-55,378. Total assets were \$418,640 as of October 31st. (All numbers are rounded to whole dollars.)

Communications Report: Angela Bryant McGlothin. Angela developed a response to the article in The Sun newspaper regarding our donations to the library, working with Asst. City Mgr. Laurie Brewer. She completed the postcard mailers for Giving Season, updated our website and social media, and developed materials for the membership drive and HCAS. Press releases and promotional messaging were distributed to local media outlets; an initial meeting took place with Palace Theater staff regarding our joint promotion. Interviews with potential volunteers are in process.

Book Sales. Secondhand Prose made \$666.98 in Collectors' Corner sales and \$4,121.90 in donations in October. Online sales totaled \$2,000.13 and the donation cart plus other donations/sales added up to \$1,038.11. The grand total for all book revenue was \$7,827.12 in October.

Fundraising:

Wayne Talbot: Giving Season mailings are scheduled for Nov. 15 and Dec. 6. Angela has wrapped up the postcard mailer project.

Judy Arnold: Judy presented details on Zeffy, a free fund-raising platform for non-profits. The material is impressive, but the organization seems geared toward working directly with libraries rather than supporting organizations such as FOL. In addition, we aren't sure that Zeffy's procedures would be compatible with Little Green Light.

Volunteer Orientation: Kathy Olmstead. Orientation will take place today. A copy of the driver's license for each volunteer has been requested. Kathy received a written response to her inquiry regarding this, assuring her that copies of the licenses are not kept on file. Furthermore, the Human Resources department stores the required background forms securely.

Membership: Mindy Klein. We have 1304 members from 919 households as of October 31st. The membership drive produced 52 renewals or new members; 27 volunteers worked the drive.

Information Technology: Wayne Talbot. Wayne reported no new technology issues.

Old Business:

Attorney Meeting: Wayne Talbot. Wayne outlined the meeting with Maria Castro and reviewed her proposal and pricing. Angela questioned whether we might draw up a draft of the Communication Protocol for Ms. Castro to review and edit? What would we get from her Communication Protocol that isn't included in the MOU Review? Our discussion showed that none of the board felt a monthly retainer was necessary. Wayne recommended that we have Ms. Castro review our Grant Agreement, which consists of one page (not the two indicated in the proposal). It's critical that this document be ironclad, as we're vulnerable there. Angela recommended getting a second proposal, and Josie said we had an attorney who is a Business member. Angela will work on this.

New Business:

Vacancy: Karen Harrison. Carolyn McAndrew has resigned from the board. We need a replacement director to fulfill her term, and Ron Weiss has accepted our invitation. He's already working with Mindy

and Wayne. Ricki moved that we approve Ron as a new director, and Chuck seconded. Approval was unanimous.

Brochures: Mindy Klein. It's time to reprint our membership brochures. Mindy inquired about updating or redesigning the current version and maybe adding new photos. Angela volunteered to work on this.

Membership Drive feedback: Mindy Klein. Mindy showed us the Children's room birthday card to FOL signed and stickered by library visitors (mostly children); Angela offered to have it framed. Mindy also brought a coffee mug from the American Library Association, which has been remarked upon many times by folks who want one. Mindy, Karen, Angela, and Judy will meet to discuss similar promotional items that could answer the question, "what do I get for my membership?"

Flower Bells Flowers: Don Ballard. Don talked about receiving a letter from Susan Stone, the florist and owner. Her proposal to install a mural on the blank wall of the Little Lemon courtyard is attractive, but not compatible with our mission. Chuck suggested the Williamson County Art Guild. Kathy and Angela will create a response for Karen's signature.

New Teams: Don Ballard. Don described the two new teams and their responsibilities. The Future Plans Team will meet with Sally two to four times per year to do long-range planning for purchases that FOL could help with. The Financial Management Team will work with the Finance Team to document procedures and use of funds, as well as to clarify differences among donations, gifts, and memorials and how FOL responds to each. Specifically, the large balance in our investment fund with Chisholm Trail Community Foundation (now the Georgetown Area Community Foundation) is accomplishing nothing. Now that we know there will be no branch library built, we must disburse these funds; as Connie said, that money should not sit in the account unused. The new teams will work on addressing this.

Doodle.com Software: Wayne Talbot. Wayne described and demonstrated Doodle.com for scheduling meetings quickly and easily at no cost. We agree that email is a poor way to do this. Karen plans to begin using Doodle.com right away.

Other:

Rosie and Reggie: Josie Talbot. Now that our mascot Reggie has passed away, a life membership has been purchased for him. Rosie is already a life member. Josie proposed a special plaque for SHP honoring both of them and perhaps having a citywide Rosie and Reggie Day when the plaque is presented. She will get an estimate for the plaque.

Volunteer Comportment in SHP: Angela Bryant McGlothlin. Angela reported a conversation she had with a coworker and FOL member, following a visit to the bookstore. Two volunteers sat at the desk talking, and their remarks were critical and unflattering to other workers and store procedures. We felt that such behavior was not appropriate while working, especially when written materials regarding procedures are there at the desk. Wayne told us that it's possible to look up which volunteers worked that specific shift. Karen and Angela will contact Terrie to discuss.

December Board Meeting: Kathy Yancy. Kathy asked if anyone was interested in skipping the December meeting, since the scheduled date is the 17th of the month, so close to the holidays. Don moved that the December meeting be skipped, Josie seconded, and all voted in favor.

Adjournment: There being no further business, Wayne moved that we adjourn. Mindy seconded, all approved, and this meeting adjourned at 11:33 a.m. Our next meeting will be on January 21st at 9:30 a.m. in the Class Room at the library.

Respectfully submitted,

Kathleen S. Yancy
Kathleen S. Yancy

November 23, 2025
Date