 Monthly Board Meeting Minutes

Wednesday, October 7, 2020

ZOOM meeting

Board members present: Joan Givens, Marc Hunter, Carla Woodworth, Allison Teegardin

Board members absent: none

Others present: Cristin Cooke, Zach Teegardin, Blanca Houston, Marty Ausloos, Roberta Haas

Roll call and quorum established

**Call to order** at 6:30 pm. Welcome to new member Marty Ausloos.

**Action Items**

1. Amend/Accept minutes from September meeting – Marc motioned to accept, Allison seconded, all were in favor.
2. Discuss/Accept Treasurer’s report for September 2020 – see attached reports.
   * Sales tax will be due this month (approximately $4).
   * Discussion regarding amount in the money market (approx. $12K at present) and if should continue to hold it there given minimal interest rates. Current pledge to library for this year is $10K (pledge had been reduced when Covid19 struck and we knew fundraising ability would be less). Current amount in checking acct is approximately $8500. How much do we need to carryover each year to cover our annual operating costs? Book sale is our major fundraiser and its unknown if we can host in this calendar year because of Covid19 precautions. Plan: address again in Nov./Dec. when book sale event is determined. Evaluate if money market money should remain in place. Joan will check with Melinda to see what her donation needs are.
   * Motion to accept the treasurer’s report by Carla. Second by Joan. All were in favor.

**Librarian’s Report –** Melinda not present. Refer to library website for update.

**Committee Reports**

* **Events** (blended efforts with Fundraising, Books with Friends)
  + see attached report from Cristin
  + Allie’s “events” continue to be the book drive and book sale.
* **Fundraising** report from Carla
  + **Meal fundraisers**
    - MOD PIZZA – Carla – next 10/20/20 – last event earned $145.49
  + **Book sale**
    - Book sale – hopefully, Joan will have an update on date by next Board meeting.
  + **Fundraising plans –** 
    - “Donation Drive” to start mid-October. Will publicize via email and social media with a link to our website for donations. Will align with Friends of the Library week.
    - suggest highlighting merchants who have been past donors of money or items in social media “shout outs” by showing support of them for their past contributions as well as hopefully their future donations.
    - Several other ideas proposed and will be evaluated.
    - MOD PIZZA event every month
  + **Develop perks for levels of donations –** working on
  + **Communication needs –** developing new plan
* **Books** (Book sale, book drive status, sales shelf maintenance)
  + Book drive was very successful, and we may consider doing every 3-4 months. Book sale location needs to be inside. We had considered an outside venue but it’s too challenging with weather concerns and set up and security. City Hall is not available at this time and we are unsure if they will be able to provide the space. Need to check on the availability of space for the book donations in the storage unit.
  + Library sales shelf is maintained by Pam. Hoping for more sales with more library access. Joan requests we take more pictures when visiting the library for publicity.
* **Communication** – structure reorganized. New member Marty Ausloos has joined the team.
  + Marc will continue as webmaster, manage the Wild Apricot account, and send email if needed.
  + Cristin will post to FaceBook and Instagram, and be primary source of emails
  + Marty will post to Instagram and Facebook and be a resource with his strong technical and communication skills.
  + Allison will work with Cristin on emails needed for book events.
  + Joan will manage the newsletter.
  + No twitter – previous response to was very low.

**Continuing Business**

* Board vacancy – with the resignation of Cecilia, the Board needs to appoint someone to fill her term. Per our ByLaws we must have either 3 or 5 directors (not the current 4). Cecilia’s term expires in January 2022. Carla nominated Cristin Cooke to fill that position. Cristin accepted the nomination. All voted in favor of. Welcome Cristin!
* City Proclamation – the City of Buda tonight issued a proclamation:

Whereas, the Friends of the Buda Library raise money that enables our library to move from good to great -- providing the resources for additional programming, much needed equipment, support for children’s summer reading, and special events throughout the year; Whereas, the work of the Friends highlights on an on-going basis the fact that our library is the cornerstone of the community providing opportunities for all to engage in the joy of life-long learning and connect with the thoughts and ideas of others from ages past to the present; Whereas, the Friends understand the critical importance of well funded libraries and advocate to ensure that our library gets the resources it needs to provide a wide variety of services to all ages including access to print and electronic materials, along with expert assistance in research, readers’ advisory, and children’s services; Whereas, the Friends’ gift of their time and commitment to the library sets an example for all in how volunteerism leads to positive civic engagement and the betterment of our community; Therefore, I, George Haehn, by virtue of the authority vested in me as Mayor of the City of Buda, Texas, proclaim October 18-24, 2020, as Friends of Libraries week in Buda, Texas and urge everyone to join the Friends of the Buda Library, and thank them for all they do to make our library and community better.

* Structure of Friends of Libraries Week donation drive (Oct. 18-24)- consider setting goal of $1000. Cristin will arrange publicity of the drive and include a link to donate (provided by Marc) to our Wild Apricot website. Those active on social media will receive written blurbs to post to their own FB or other social media to increase the visibility of the drive.

**New Business**

* Postings calendar/spreadsheet (Cristin) – Cristin has developed a calendar plan for all communications of known and repeating events. Calendar was sent to Board and committee chairs.
* Boo-da Halloween (Cristin) – FOBL will be judging the pumpkin decorating contest. Categories are “scariest”, “most creative” and “pumpkin in disguise”. Requesting Rita, Roberta, Blanca and Martha A. be the judges.
* Room reservations for next year (Joan) – unable to reserve at this time per City management.
* Volunteer hours – please log your volunteer hours: <https://docs.google.com/forms/d/e/1FAIpQLSf1tqzC-M9RCy4NcSQ8BwnRzuFubnIPCvIiaph_Vqcf5W7B4g/viewform?vc=0&c=0&w=1>

Next Board Meeting Wednesday, December 2nd, 2020

Meeting adjourned at 7:37 pm. Motion by Cristin, second by Allison. All were in favor.

Minutes respectfully submitted by Carla Woodworth, Secretary