**FRIENDS OF THE BUDA PUBLIC LIBRARY**

Board of Directors

Minutes of Meeting—Weds April 1, 2020

CALL TO ORDER

From President Joan Givens April 1, 2020 at 7:51 AM: “I am calling this meeting to order via email due to COVID19 pandemic and related "shelter in place" orders for our community. Quorum will be established via emailed responses.”

Quorum established by response from Board Members: Joan Givens, Marc Hunter, Allison Teegardin, Cecilia Cortez, and Carla Woodworth.

Other responses: Zach Teegardin with Treasurer’s report; Vice-President Rosalba Cortez-Concha monitored emails.

**Action Items:**

1. Accept March minutes

    Joan, Carla, Cecilia, Marc and Allison: Aye

2.Review/accept March Treasurer’s Report: (attached)

     Joan, Carla, Cecilia, Marc and Allison: Aye (with correction of year to 2020)

**Librarian's Report**

Melinda has advised everyone to keep updated via library website at [budalibrary.org](http://budalibrary.org)

**Committee Reports (submitted to Joan):**

**EVENTS:**

Spring Fling will not be held at the library this year as a result of closures and sheltering at home orders. Instead, librarians are preparing online events. FOBL will, as planned, provide materials and instructions for making “wildflower seed bombs”. Cristin Cooke reported that she is making the seed bomb bags and will drop them off to a librarian. She also is preparing instructions for the bags and a script for the video that will demonstrate how to assemble the balls of seed and medium.

FOBL will provide each librarian with a “thank you” gift sometime during National Library Week. Cristin will coordinate with Melinda.

**FUNDRAISING:**

Roberta Haas affirmed that fundraising is on hold, obviously, however, she has maintained contact with some local merchants to maintain relationships with them. She recommended that it would be wonderful if our social media would give a shout out to our local merchants and a special howdy to our newest restaurant, Mud Bugs. Roberta said we should give the message that, as much as our community has supported us in the past, we are ready to support them now in any endeavor. Basically, keep our Friends organization “out there” ready to support our partners. “Let’s not lay low, let’s lay out our gratitude!”

From Carla: Our Fundraising Committee met with Librarian, Melinda Hodges on March 5th, 2020 to discuss options of recognizing significant donations. Ideas included recognition in or around the city hall building at various times of community or library events but we were advised that since the library is physically on the property of City Hall, it could indicate a conflict of interest for the City and is not permitted. We are able to continue to recognize donations on our FOBL website and other social media. Melinda also offered that pending support of Martha, we could use the Summer Reading program tshirts to advertise our donors. The City has also designated the blank wall to the left of the library entrance as space we could put a recognition wall. Design of would need to be approved by the City. Design, installation and maintenance of would need to be paid for by FOBL. Via email after the “shelter” orders, we opted to focus more on getting donations and utilizing our social media options, and hold off on the recognition wall for now. Additionally, our fundraising dates at MOD PIZZA have been suspended until the shelter orders are lifted, and then we will need to see if MOD PIZZA is still participating in such events.

**BOOKS:**  
  
Martha Anderson reported that the March 18, 2020 meeting was canceled.   
Pam Nelson provided information concerning donations and library book sales shelf.   
As she understands currently the library is not taking book donations.   
Three or four boxes are ready to be moved to storage.   
The book sale shelves in the library are well stocked.  
Approximately 80 empty boxes are in storage ready to be filled.  
New pricing guidelines for donated books are posted in the library workroom.  
All future book committee meetings and events are on hold.

**COMMUNICATIONS:**

Cecilia has been updating the website (event cancellations/calendar) including News page at https://www.friendsofthebudalibrary.org/news as news develop/impact of pandemic on Library/City/Friends.

March emails and social media posts were all focused on Library’s online programs/services, supporting local business, responding to the Census and words of encouragement – We’ll get through this!

We’ve had an increase in engagement on Instagram. Currently have 903 followers. In early March, we were contacted by the United for Libraries Program Coordinator (the Association of Library Trustees, Advocates, Friends and Foundations) for permission to reprint the Instagram photo of the Friends partnering with the US Census in their quarterly newsletter for Trustees, Friends, & Foundations, The Voice. Not sure where that stands now in light of current events, but we’ll keep you posted!

**Continuing Business**

1.  IRS report for 2019--Zack conferred with retired accountant Ed Pier regarding 501(c)3 reporting requirements. As a result, Zack completed and filed the necessary IRS report for 2019.

2. Operating Budget--Fundraising efforts on hold, potentially affecting annual contribution to library, and operating budget.

3. Events status--At this time, all April events are cancelled. It is unlikely that May's Texas Library Con will occur (Hays CISD and Buda Library event). Summer Reading program is uncertain. If a launch party does occur in June, we can try to have t-shirts printed; if not, it may be advisable to reserve the money for other library needs. This cannot be decided before May.

4. Wild Apricot--Will be renewed by Marc in April, as already approved by board in February. Marc also continues to be bank account signatory as bank lobby closed to the public before in-person transfer paperwork was completed.

5. Friends Efforts in pandemic--FOBL will maintain support of library programs and efforts (including Census 2020) via newsletters, website and social media only, and not through events at least through mid-May.

6. Room Reservations--All reservations have been cancelled through April.

**New Business** (None presented at this time)

Next board meeting is scheduled for Wednesday, May 6, 2020. Format will be determined based on social distancing guidelines in effect at that time.

Meeting adjourned at 5:41 PM on April 1, 2020 via email after all responses were received.

Minutes respectfully submitted by Carla Woodworth.