**FRIENDS OF THE BUDA PUBLIC LIBRARY**

Board of Directors

Minutes of Meeting—Wednesday, July 8, 2020

Present: All board members participated via emailed responses: Joan Givens, Marc Hunter, Carla Woodworth, Allison Teegardin, and Cecilia Cortez.

CALL TO ORDER:

Convened online at 8 a.m.

ACTION ITEMS:

1. **Board minutes:** (Previously emailed)

Joan Givens: accept

                                Marc Hunter: accept

                                Allison Teegardin: accept

                                Cecilia Cortez: accept

                                Carla Woodworth: accept

2. **Treasurer's report: (**Sent by Zack Teegardin to board members and officers on 7/6/20.)

 Joan Givens: accept

                                Marc Hunter: accept

                                Allison Teegardin: accept

                                Cecilia Cortez: accept

                                Carla Woodworth: accept

LIBRARIAN'S REPORT

The library is currently operating in person Tuesday-Thursday 11-5 and Saturday 1-5. We are operating virtually on Mondays and Fridays. We’re available by phone from 10-5 Monday-Thursday. Curbside service continues to be very popular; it runs 10-noon and 3-5 Tuesday and Thursday.

Virtual summer programming for 6-18 year olds will continue through the last week of July. Reading logs are due back to the library by August 1st.

Toddler and Preschool Storytime videos are posted weekly.

We have been recommended for a grant that would cover some of our expenses for online programming and would fund the creation of STEM kits and storytime kits. We should hear back on a final decision in about two weeks.

Let me know if you have any questions!

COMMITTEE OPERATIONAL REPORTS

**EVENTS:**

The Events Committee has recently welcomed two new members.  Roberta Haas and Jacque Leo will be joining Rita, Martha, Cristin and Rosalba to work on future events.

Planned Events:

Books with "Friends" will be on July 21st.  We have a handful of participants at this time.  If anyone wants to participate, please let us know so we can send out Zoom information before the meeting.  This is a test to see how many people would like to participate in a virtual book club.

2020 Summer Yearbook.  Taking submissions from July 1 to July 31.  Events committee will put together a PDF yearbook that will be posted on FOBL and Buda Library website by August 31.

This is a stressful year for everyone and in talking to people it is hard for them to commit to activities.  Our committee has been brainstorming new ways to keep members connected until we get back to some version of normal.

**FUNDRAISING:**

We are giving businesses a chance to recover from
financial challenges during the Covid19 crisis. Plan is to
contact large businesses late summer / early fall
requesting donations and support. Carla and  Joan to develop
list of businesses to approach. Roberta has shared her
contact list for downtown and local merchants.
• MOD PIZZA has cancelled the June 16th and July 21st
fundraising events due to a spike in Covid19 cases. – our
next scheduled event is August 18th.
• A friend of Jaime’s passed away and we are receiving a
$100 donation in his memory. Communications team is
working on the “Celebrations and Memorials” page on our
website.
• The Little Bluebird shop in downtown Buda is hosting a
fundraiser to benefit the FOBL. They are selling locally
made “shower shave” bars for $8 each and donating the
profits to our group ($4 per bar).
• Carla picked up about 30 boxes of book donations for our
annual book sale.
• Facebook application has been made (per
Communications report) to host a small “trial run”
fundraiser ($500 goal).
• Roberta will join us again on the committee.

**BOOKS:**

Committee members and contact information:
Pamala Nelson pamalan46@gmail.com
Nancy Pier nancypier@gmail.com
Martha McKee (new member) marthamckee03@gmail.com
Allison Teegardin Allison.teegardin@gmail.com
Ideas for a Summer Book Drive
Date: Mid-July to first of August (determined by board)
Time:  Saturday, 9am-12:00pm
Location:  Buda Municipal Building Parking Lot (approval from the city may be required.)
Needed for Event:
Empty boxes, tables and tent from TruLock Storage
Directional signs to guide cars through parking lot
Volunteers to man the station and volunteers with vehicles to transport filled boxes to storage unit.  Masks required.  Gloves required.
Procedures:
Donors will stop at tables and place their book donations into an empty box.
As the boxes fill, they will be moved by Friends volunteers to a vehicle to be moved to storage. Books will not be handled other than to sort in box to make room.
Keep table stocked with empty boxes
At the end of the book donation filled boxes can be moved to storage unit.  Noah’s Ark or Trulock. \*\*\*Advantage of Noah’s Ark is air conditioning for sorting. Trulock will be very hot.
After 3 days of quarantine the books can be sorted.
Tables, tent and any remaining empty boxes will be moved to the Trulock storage unit.
Communications committee and library will be asked to advertise the event.

**COMMUNICATIONS:**

Communications Committee June 2020 – Via Email
Members: Marc Hunter, Rosalba Cortez-Concha, Jaime Lee, Jen Rios and Cecilia Cortez
Website Updates
• Rosalba overseeing writing/content assignments in progress.
• Cecilia to discuss with Marc best way to post Partner Spotlight (blog widget?). Joan has written the first feature on Little Bluebird and Old Main Street Station.
Facebook Charitable Donations – Work with Fundraising Committee
Jen reported that to start collecting donations on Facebook we need to submit the page for a community standards review (which she did) and create a donations account. To do this, Jen will need the following:
• Organization's official name, address, contact info, tax ID, and nonprofit category
• CEO or executive director's name, date of birth, and business address.
• A legible bank statement or official bank letter dated within the last 3 months.
Via email discussion, Jaime and Allison shared there are many (some very large) charities collecting donations on Facebook, and recommend the Friends move forward to set up a donation account. Allison also shared she has set up ad accounts for various clients and has not had any issues. Carla shared her friend, who heads up a 501c3, has had a lot of success with, and highly recommends Facebook fundraisers.
Committee members support the idea of a relatively small “trial run” fundraiser ($500 goal). Jen wanted to make sure we understand if we decide to move forward, it may take Facebook a few weeks to approve us as a fundraising account. Their approval processes have been moving slower during COVID19.
Important Considerations this Year – City Budget Information
Jaime shared the Friends work may be more important this year than ever. The pandemic has decreased local sales tax revenue in many communities, which is leading local officials to make tough decisions about how to use the limited revenue they do have. In many communities, services such as libraries and parks & rec are among the first departments to be cut. See Texas
Tribune's article on city budgets here.
As the City of Buda moves into its annual budgeting season this summer, they may have to make some tough decisions about funding. Jaime received the following tentative dates from David Marino (the city's Communications Director) for this year's budgeting process.
• Council Budget Workshop – July 23
• Presentation of budget to City Council – August 11
• Public Hearing on Budget and Tax Rate – September 1
• Final public hearing on Tax Rate – September 15
All info, meetings, and hearings are public and posted on City website and social media.

CONTINUING BUSINESS

1.Facebook fundraising drive. Does board support providing info that Jen Rios needs (see Communications committee report) regarding FOBL finances and contacts?

 Joan--Yes

                                                                     Marc--Yes

                                                                     Allison--Yes

                                                                     Cecilia--Yes

                                                                     Carla--Yes

2.Donations page(s) for Celebrations and Memorials being developed on FOBL website by Communications committee, per Rosalba Cortez-Concha.

3. Board Liaisons to committees: When committees are working on projects, the respective board liaison must be kept informed. This should ensure a smoother presentation to the board for approval. Liaisons are Joan Givens to Fundraising; Rosalba Cortez-Concha to Events; Allison Teegardin to Books; and Cecilia Cortez to Communications.

4. FOBL Mission: We are very challenged to meet our mission, that of fundraising, in these strange times. Nevertheless, all committees are working to keep Friends and the library visible to potential donors and persons who can otherwise support library needs. This is, of course, happening "virtually" currently. Committees are working to be maximally responsive to this environment, whether it be distanced or "in-person".

NEW BUSINESS

1. Summer Book drive: Book committee met prior to COVID-19 resurgence. Allison has since suggested that an August drive be postponed.  All board members concurred to table this for later discussion at the August board meeting.

2. National Friends of Libraries Week is Oct 18-24. At August meeting, we should address plans for fundraisers, as proposed at earlier meetings this year. We might have this already in place through Facebook, and/or on our website.

3. Cecilia provided electronic copy of Friends of the Buda Library logo in her board meeting response so that all communications can be kept "on brand".

4. Next virtual meeting will be August 5, 2020

Meeting adjourned at: 4:46 p.m.

Minutes respectfully submitted by Carla Woodworth, Secretary