**FRIENDS OF THE BUDA PUBLIC LIBRARY**

Board of Directors

Minutes of Meeting—Wednesday, Jan. 9, 2019

Board Members Present: Rita Powell, Lea Ahmed, Martha Anderson, and Joan Givens.

Board Member Absent: Roberta Haas.

Others Present: Cecilia Cortez, Rosalba Cortez-Concha, Marc Hunter, Blanca Houston, Janice Kearley, Nancy Pier, Pam Nelson, Allison Teegardin, Jaime Lee, and Carla Woodworth.

Meeting called to order at 7 p.m. by Martha Anderson, President.

BOARD MINUTES

Motion made and carried to accept minutes for Dec. 5, 2018.

TREASURER’S REPORT

Lea Ahmed provided a written and oral report as follows for period 12-1-2018 through 12-31-2018:

MONEY MARKET Beginning Balance $12,031.17

MONEY MARKET Ending Balance $12,034.75

(interest – 3.58)

SAVINGS ACCOUNT Balance 25.00

CHECKING ACCOUNT Beginning Balance $ 8,817.64

(1 check not cashed)

Income:

Donation/Membership at Book Sale……780.00\*

Donation/Membership (other)…………..640.00\*\*

Donation/Membership Stripe(?).………..295.91\*\*\*

In House Book Sale………………………..98.55

Merchandise ……..................................... 117.70

3 Day Annual Book Sale……………….2,470.00\*\*\*\*

Burdine Johnson Foundation………….2,500.00

Interest…………………………………........0.54

**Total Income: $ 6,902.70**

**Expenses**

None……………………………………….. Total Expenses: 0

**CHECKING ACCOUNT Ending Balance $ 15,652.17**

**TOTAL ASSETS (Includes $25 Primary Savings) $ 27,708.34**

\* Members: See list from Rita Powell

\*\* Members: Ture family, Ahmed family, Catherine Schaefer,

(this one to be matched by Progressive Ins.)

\*\*\*Members: See list from Rita via Marc

\*\*\*\*This amount includes $120 added for change,

(this amount was shown as expense in November)

Lea recommended that the board consider moving a large portion of the money market account to a Telco Certificate of Deposit in order to earn much more interest than does a money market account. The board agreed to defer decision until after installation of the new board in February.

LIBRARIAN’S REPORT (Written report provided as follows):

**Monthly Storytimes**

• Toddler Storytime – 10:30-11:00 Mondays and Tuesdays

• Preschool Storytimes – 10:30-11:30 Wednesdays and Thursdays

• Family Storytimes – 6:00-6:45 Tuesday evenings

• Homeschool Storytime – 1:30-3:00 on Tuesdays

• Bilingual Storytime – 6:00-7:00 Wednesday evenings (presented by UT speech

pathology students) restarts January 30 for Spring semester

**After School Programs**

• Buda BLAST (kindergarten through 2nd grade students) – 4:00-5:00 Wednesdays

• Buda Kids (3rd-5th grade students) – 4:00-5:00 Thursdays

• Monday Mix-Up (sixth grade and up students) Mondays 4:30-6:00 Makers’ Lab

**Adult Programs**

• Fiber Friends – Yarn/Crochet/Thread Club Tuesdays at 6:00 pm Teal Room.

• Book Club – Discussion of Thousand Acres by Jane Smiley Wednesday,

January 9 Conference Room

• Essential Oils for Massage – Saturday, January 10 2:00-3:30 Craft Room

• Hays County Master Gardeners – Spring Vegetable Gardening Saturday,

January 19 10:30-11:30 Classroom

The library will be closed on January 21 for Martin Luther King Jr. Day

**Volunteer Program Revamped**

In January, we kicked-off our new and improved volunteer program, which is intended to

make volunteering at the library a more valuable experience for our community and an

easier process for both staff and volunteers. New volunteers will be required to attend a

volunteer orientation which will be offered several times a month with opportunities to

attend either a morning or evening orientation. The orientation will introduce volunteers

to the library’s mission and vision, will inform volunteers of the library’s expectations,

and will provide the basic procedures for how to schedule volunteer opportunities via our

library calendar.

There were several policy changes, which were approved by the Library Commission at

their December meeting, which include:

• Court-assigned community service restricted to minors (13-18 years of age)

• Court-assigned community service can now be approved by Heather Teems in

addition to the library director and assistant director

• City of Buda’s Volunteer Release form must be signed in addition to the Library

application

We also created a volunteer page on our website which appears under the ‘I want to’ tab.

DISCUSSION TOPICS:

Annual Meeting

Annual meeting is Sunday, Jan. 27, 2019, 2-4 p.m. in the Municipal Building Multi-Purpose Room. Set-up will begin at 1 p.m. Martha Anderson presented a task list for meeting preparations. Marc suggested that we plan around the theme of “Engagement” to reflect 2018 activity (community, member, business engagement). All agreed. A theme also will be chosen and presented at the meeting to guide next year’s goals and activities. Words such as “Reaching Out,” “Inclusion,” and “Visibility” were discussed, but members present decided to continue brainstorming in the next few days via email.

There will be four vacancies on the board. Marc sent out a request for nominations to all members, and received one. Additional nominations during board meeting yielded the following slate of candidates to be presented to membership for election at the annual meeting: Blanca Houston, Marc Hunter, Jaime Lee, and Allison Teegardin. Joan Givens is the only returning board member whose term is unexpired.

Invited guest speaker was unavailable. Instead, a video presentation recounting engagement and activities will be developed from 45-second video clips members will gather for Allison Teegardin to prepare, addressing the question to members, library users, and FOL partners, “Why are you engaged with Friends of the Buda Library?” Marc and Cecilia also will work on PowerPoint slides to support activity reports, including annual Financial Report being developed by Lea. Additionally, they will post minutes from last year’s annual meeting online for review by all members, along with the Financial Report. Martha will check with Melinda to see how she wants to handle her library update: projection, written report online, or handouts she prepares. Cecilia proposed that we ask her to also talk about any new initiatives or programs that are not yet publicized, including any new goals of interest to library staff, such as how to serve identified underserved user populations.

Instead of a packet of handouts, members will get a vertical bi-fold 8.5X11” piece with the following: p. 1 Welcome and FOL contact information including website; p.2 Meeting Agenda; p. 3 Financial Report; p. 4 Partners list, and appreciation of member participation. Martha has sign-in sheets for attendees, and will include place for them to indicate interest in volunteering for activities, which also will be mentioned in meeting, to clarify that this is for FOL activities, not volunteering at the library. Martha also will have committee sign-up sheets, which also will be addressed during the meeting.

Cecilia will send out email invitation announcement, to include members, officials, library staff, Kyle librarians, partners, major donors, Boy Scout troop #128, and Buda Lions Club. Joan Givens will contact the six top library volunteers.

It was agreed that FOL will give the library a check for $15,000 this year, which is a $5,000 increase over last year’s. Lea will buy Amazon gift cards for the 6 top library volunteers, and Joan will prepare thank you notes and envelopes.

Cecilia and Rosalba will coordinate photography at event.

An additional planning meeting will be held on Wednesday, Jan. 16 at 6:30 p.m. in the classroom outside the library. Agenda will be fine-tuned, and arrangements made to buy refreshments for the reception. Reception is expected to be in municipal building’s open space just outside the multi-purpose room, but Martha will be seeking confirmation from Melinda.

NEW BUSINESS

2019 FOL Officers

The new board will appoint officers at February board meeting. Outgoing officers and committee chairs should mentor incoming.

Appointment of an unpaid volunteer coordinator also has been recommended.

Books and Beer

The book, A Place for Us, will be discussed on Thursday, Jan. 24 from 6:30 p.m. to 7:30 p.m. at Two Wheel Brewery. All are invited!

Unsold Books

Martha reported that Half-Price Books bought all 52 boxes, paying us total of $230.05. She recommended that, in the coming year, any books that we determine are not sellable at annual book sale be boxed and sold or disposed of on an ongoing basis all year.

Storage Space

Martha will be talking with Melinda to arrange removal of city (library) property from the storage unit so that we can save money by reducing rental space to one unit instead of two.

INTRODUCTION OF NEW ITEMS FOR CONSIDERATION

Chamber of Commerce Meeting for Non-Profits

In February, Roberta Haas will inform FOL board about an idea for a collaborative meeting of non-profits in the community that has been proposed by Chamber of Commerce.

Money Market versus Certificate of Deposit Accounts

Treasurer Lea Ahmed recommended that the new board explore means of increasing the amount of interest gained by FOL monies that sit in bank accounts.

**Next FOL board meeting** is Wednesday, Feb. 6, 2019, at 7 p.m., in the classroom just outside the library in the new Municipal Building.

Meeting Adjourned at 9:05 p.m.