

Little Elm Friends of the Library
November 16, 2016 ~ 7:00 pm
Little Elm Library ~ Regular Monthly Meeting

Note: Non-board members are encouraged to participate in all discussions and may vote on all issues except for those approving expenditures and board appointments. Visitors are encouraged to participate in discussions but may not vote.

Attendance:

Board members present: Cathy Wood (President), Jen Morick (Vice President), Joe Deaver (Treasurer), Diana Russell (Secretary), At-Large Officers: Erica Rios, Randy Farmer (newsletter editor)

Library Manager: Lynette Roberson

Board members absent: Jane Schoknecht (at-large)

Board appointees present: Tony Luton (Scholarships); Claudia (CJ) Stooksberry (Public Relations)

Board appointees absent: Kim Majestic (Membership)

Members & Visitors Present: Lynn Hidell, Michel Hambrick & Luis Rios (Members), Linda Downey (visitor)

The meeting was called to order by Cathy Wood, President, at 7:00 pm.

Announcements: Lynette introduced Linda Downey who gave Lynette a lot of volunteer help in her previous job. Linda is considering joining the Little Elm FOL.

Minutes (Diana Russell): October minutes were sent in advance via email and copies were distributed at the meeting.

Motion & Second: Approve the minutes as written.

Vote: Motion carried.

Trivia Report (Lynn Hidell): Distributed trivia packets to those who were present and will email authorization letters to any who did not get them. Reminded all that everyone is expected, as a minimum, to either:

- (1) Donate at least three items for the silent auction, or
- (2) Solicit and pick up at least three items for the silent auction.

In addition, all are asked to solicit table registrations and sponsor donations wherever possible. All business contacts must be coordinated through Luis Rios to insure we are not duplicating effort (which can also be irritating to a business). As a safeguard, it doesn't hurt to ask businesses if anyone has talked to them this year about trivia since we have lost businesses in the past due to irritation over duplicate solicitations.

We opened VIP tables for registration and now are opening regular table registrations.

New Trivia tasks completed:

- Letters mailed to all teams that played last year- Lynn Hidell
- Sold first VIP table- Little Elm Pharmacy –Cathy Wood

- Solicitation Packet available –Lynn Hidell
- Authorization letter available
- RTI Sponsorship \$1,000.
- Trivia Team is growing-
Solicitations - Luis Rios
Sponsorships- Megan McGraw - Randy Farmer
Food Coupons/Solicitations – Krystal Washington
Raffle Sales –Kim Majestic
Half & Half Raffle – Michel Hambrick

Pending Tasks:

- Appointed Event Chair
- Need additional jobs filled for Trivia Team
- Fat Tuesday (Mardi Gras) Theme
- Screens-Megan McGraw
- Sponsorship Letter- Megan McGraw
- Presentation to council: On Dec. 6 Lynn Hidell will request council approval for wine and beer at trivia. If approved, then details will be further explored at the following trivia meeting.
- Power Point Questions slides -Bill Hidell
- Power Point Projection- Lynette Roberson
- VIP Tables Items purchase- Jane Schoknecht is coordinating purchase of table decorations with Christi Marashi (Little Elm Book Club). Jane has purchased some items but has been asked to stop purchasing until further notice.
- Scoring-Jeff Johnson (not yet confirmed)
- Trivia Questions-Challenge Entertainment- sponsorship
- Concession Stand-exploring the possibility of adding some salads due to a request for a low carb alternative-Lynn Hidell
- Wine & Beer implementation-Moot subject unless we get approval from city council to have wine and beer. Lynn Hidell-Megan McGraw
- Live Auction
- Service Organizations
- Sound System
- Table Prizes-Kay Bell
- Silent Auction Set Up-Kay Bell-Lynn Hidell

Completed Tasks

- Trivia Date 2/28/17, Little Elm Rec Center
- Dr. Strike MC –Lynn Hidell
- Web Site- Joe Deaver
- Check out –Joe Deaver Capital One Bank
- Co Chair –Kay Bell
- VIP Table registration & Packets –Cathy Wood
- Online Solicitation- Erica Rios
- Concessions- Joe Florentino
- Pizza Domino's – Cathy Wood

Strips- Cathy Wood

Treasurer's Report (Joe Deaver): Copies of the most recent accounting records are available on request to: treasurer@littleelmfol.org.

- 1) Ordered and received replacement laptop battery for events laptop (Cathy)
- 2) Completed update of Trivia website. Received first online registration from Little Elm Pharmacy. Need to know when to activate regular table registration.
- 3) Received \$1,000 Trivia sponsor check from RTI
- 4) Need approval for annual renewal of FOL web domains (\$79.95)
 - Motion & Second:** Approve renewing web domains (\$79.95)
 - Vote:** Motion carried.
- 5) Checking into possible strategies for offboarding the vending machine
- 6) Including two new reports requested by Lynn for Trivia marketing. The donations/purchases report goes back to 2005 when Quickbooks history starts. I can likely do a separate report for older items if needed.
- 7) I am also including the current scholarship report, since all payments have been disbursed.

Literacy Report (Jen Morick): Dianne Wohletz and Janice Robinson (a new volunteer in Literacy) have started the experimental ESL tutoring with a student whose needs could not be met in one of the ongoing classes. The tutoring and all three classes are progressing smoothly.

Library Report (Lynette Roberson):

1) TOLE Purchasing Coordinator approved contracts for TechSoup and Mobile-Beacon. Order placed 11/2/16 with TechSoup for 11 Franklin Wireless R850 mobile hotspots (under terms of the TechSoup agreement, non-profit organizations can take advantage of both the single and ten (10) hotspot discounts). The initial one-year service contracts are currently being processed by MobileBeacon as of 11/11/16. Charges are as follow:

TechSoup Admin Fee-Single Hotspot:	\$ 18.00
TechSoup Admin Fee-Up to 10 Hotspot	\$ 108.00 *
(* will verify additional discount)	
MobileBeacon Annual Service Charge-Single Hotspot:	\$ 120.00
(\$ 10.00 per month x 12 months per device)	
MobileBeacon Annual Service Charge-10 Hotspots:	\$ 1,200.00
(\$ 10.00 per month x 12 months per device)	
Total:	\$ 1,446.00

2) Request for Friends to fund repair cost (TBD) for cushions for 5 library chairs in the children’s area, or replace outright at cost of \$242.99 ea. (total of \$1214.95) from Office Depot. Lynette decided to purchase this from her donations fund.

3) Request for Friends to fund Filastruder Kit (filament extruder/recycler for library’s 3D printer: **Total cost: \$ 299.99**
Motion & Second: FOL pay for the extruder from technology fund.
Vote: Motion carried.

Membership Report (Kim Majestic read by Diana Russell in Kim’s absence): We welcome Michel Hambrick as a new FOL Member. We look forward to getting to know you and to adding your strengths and creativity to our team! (Also see newsletter report below.)

Public Relations Report (Claudia Stooksberry):

1) I'm continuing to work on the email blast list for the newsletters.

2) I'm coordinating with ladies of Little Elm Book Club to help with decorating tables for trivia. I coordinated a meeting between Jane Schoknecht and Christi Marashi last week so they could meet and discuss table decorations.

Scholarship Report (Tony Luton): Nothing new to report at this time.

Newsletter Report (Randy Farmer):

(1) Newsletters were mailed but Jen's was returned. The address was correct and postage was affixed, so we don't know why it was returned.

(2) In the meeting, Michel said she did not receive a newsletter. Diana said that Kim's work schedule keeps her really busy and perhaps she needs someone to help her with membership. Michel said she is interested in membership and will contact Kim about possibly helping her with it.

Old Items:

1) Storage Space: After discussion, we decided we would like to explore the possibility of sharing storage space with the Lions Club. Claudia will approach the Lions Club in their next meeting and let us know what, if anything, they propose.

2) Lions Club has offered us a free table for their breakfast with Santa on Saturday, Dec. 10 from 8 am to noon at the high school. After discussion, we decided we don't have anyone who can set up for the event.

New Items: Plans for Trivia Meetings.

After discussion it was decided to suspend regular meetings until after Trivia (Feb. 28, 2017). Due to the nature of trivia meetings, there is no need to take minutes of the meetings unless something needs board approval or for some other reason needs to be in an official record.

Motion for Adjournment: Motion & Second made for adjournment. Vote: Motion carried. Meeting was adjourned at 8:35 pm.

Next meetings are trivia meetings scheduled for 7 pm at the library Wednesdays, Nov. 30, 2016 and Dec. 21, 2016. More trivia meeting dates will be announced as scheduled.

Next regular FOL meeting: 7 pm on Wednesday, March 15, 2017 at the library.
Respectfully submitted by: Diana Russell

I certify the above minutes to be an accurate and complete summary of the minutes as approved on this date.

Diana Russell
Diana Russell, Secretary

3/15/17
Date

Cathy Wood
Cathy Wood, President

3/15/17
Date