

Little Elm Friends of the Library
May 17, 2017 ~ 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: Jane Schoknecht and Erica Rios

Library Manager: Lynette Roberson

Board members absent: Randy Farmer (At-Large Officer/Newsletter)

Board appointees present: Lynn Hidell (Trivia Coordinator/Election Officer), Tony Luton (Scholarships), Claudia (CJ) Stooksberry (Public Relations)

Members Present: Brad Anderson, Michel Hambrick, Linda Downey, Kay Bell, Luis Rios, Bill & Jolynn Roebken

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

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

Motion & Second: Approve the April minutes as written.

Vote: Motion carried.

Treasurer's Report (Joe Deaver):

- 1) \$50 refund received from Lions Club for June storage fee.
- 2) Still need to hear from several people on renewing laptop antivirus. Only three laptops installed so far. We have nine total laptops. Diana renewed the antivirus on the membership and literacy laptops, and has one much older one for classroom use that is only rarely used for classroom power point (3). The other 6 are assigned to Cathy Wood as FOL president (1), Randy Farmer as newsletter editor (1), Joe Deaver as treasurer (1), an old secretary computer with a broken key (1), a Trivia computer currently not issued to anyone (1), and one more awaiting assignment.
- 3) Trivia sponsor check collected from RBFCU. All transactions have been keyed. Need to perform final audit of Trivia report.
- 4) Signature card decision time, after elections, including for the Amazon sales account, which was approved at last month's meeting.

5) Renewal bill received for Sam's Club membership.

Motion & Second: Don't renew Sam's Club membership.

Vote: Motion carried.

FOL Board Election (Lynn Hidell, Elections Officer)

1) At the April FOL meeting the slate of officers were nominated as follows:

President- Michel Hambrick

Vice President- Jen Morick (incumbent)-Cathy Wood

Secretary- Diana Russell

Treasurer- Joe Deaver (incumbent)- Claudia Stooksberry

Officer-at-large - Kay Bell, Linda Downey, Jane Schoknecht

After the meeting, it was determined that Joe Deaver is ineligible to run if he is opposed for the position. Claudia Stooksberry decided it would be better for Joe to continue as treasurer and she would be his co-treasurer learning and taking over some of the responsibilities of the treasurer's job. Claudia Stooksberry would be the voting treasurer in Joe's absence.

2) In order to run a fair and honest election, only authorized voters get to vote. The secrecy of the individual's vote will be maintained by the election officer. Absentee ballots will be checked against an authorized voters list. Those present will also be checked against the authorized voters list. If any individual who mailed a ballot wishes to withdraw their ballot, they may do so and vote in person.

3) A ballot will be distributed to authorized voters present at the May 17 meeting with voting instructions. Absentee ballots will be removed from their envelope in view of the board. A neutral individual will join the election officer in counting the votes in private. If a neutral individual is not available, then each opposed candidate gets to select an individual to count votes with the election officer. The newly elected officers' names will be announced.

4) All offices were unopposed except the office of Vice President. An up to date list of all members in good standing was provided to the election officer. Nineteen absentee ballots were received and checked off the list, and names of those present who had not submitted absentee ballots were checked off the list as they received a ballot. The Elections Officer personally collected each ballot from the individuals and requested that Lynette Roberson (Library Manager who is not a member of FOL) assist with counting the ballots. When they returned, Lynn Hidell announced that Jen Morick will continue as FOL Vice President.

Membership (Diana Russell): Of the 13 Dec. 2016 renewal requests sent, nine have renewed. The four remaining are: Ed Flanagan, Jewel Narry, Dennis & Kay Reed, and Bob & Vala Wood. If you know any of these, please encourage them to renew. Kim Majestic said she will turn in the membership notebook to the president. An updated list of authorized voters has been provided to the elections officer.

Literacy (Jen Morick):

Literacy is wrapping up the school year and preparing for the banquet.

- 1) Classes end on May 22.
- 2) The banquet will be held on June 5. We have had several planning meetings and have begun to purchase needed supplies. Diana has designed the invitations, and they were distributed to students on Monday, May 15. Other sponsor/volunteer invitations will be sent primarily via email next week.
- 3) If anyone is interested in helping with the banquet, please contact Diana or me, and we will discuss our needs with you as they develop.

CJ Stooksberry, Cathy Wood, Kay Bell and Jane Schoknecht offered to help with the banquet. Jen Morick thanked them and said that someone would be contacting them as soon as we know what our needs are.

Library (Lynette Roberson):

- 1) Library won 2017 Texas Book Festival Grant for \$ 2,500, which will be used to update the Spanish and Bilingual Collections
- 2) Staffing/Hiring Update:
 - a. Library Page Alicia Zalusky is leaving and her position is already posted.
 - b. Library Clerk has been hired: Alyssa Ross will begin May 24th.
- 3) Status on the library's VDI progress and replacing our current public PCs:
 - a. Current public PCs are dying one by one and it is not cost effective to repair, PCs must be replaced.
 - b. Funding was approved for current year's budget.
 - c. Project was put out for bid and bid was approved last week and purchase orders were signed last week.
 - d. Original target completion date was Spring 2017, but it appears it will take place this summer.
- 4) Public PC Firewall Upgrade:
 - a. Grande Communications notified Town of Little Elm's IT Dept. that they had noted increased illegal streaming/downloading on Public PCs.
 - b. Current firewall protection is not sufficient and I approved a 5 year.
- 5) CloudLibrary and CloudLink Update:
 - a. The library will go live with cloudLibrary and cloudLink on June 16. Press releases have gone out, and customers are already asking about the service.

b. Lynette Roberson attended a meeting on 5/15/17 where the CloudLibrary steering committee approved for Hurst and Bexar County's BiblioTech Digital Library to join into the interlocal agreement.

6) Summer Reading Program Update.

a. Programs are scheduled. Staff will help update Ticketleap Calendar for Signups.

b. Anticipate exceeding last year's registration and participation numbers.

7) Funding Requests:

a. Requesting \$ 5,998 (\$2,999 ea. for two) Surface Studio all in one desktop computers for front circulation desk, and \$998 for extended warranty and damage protection plan for each device(\$499 ea.).

Motion & Second: Approve \$6996 from the technology fund as requested in paragraph a.

Vote: Motion carried.

b. Proposal to convert the current business center into a "maker room" in order to better utilize the space. To do this, we need \$10,692 of equipment as follows: (1) Full Spectrum Laser Cutter with Rotary Attachment and warranty- \$ 6,294.00.

(2) Small Fume Extractor for Full Spectrum Lasers -\$1,249.98 (with one year protection plan for \$ 149.99).

(3) Boxzy Complete – 3-in-1 3D Printer, CNC Mill and Laser Engraver-\$ 2,999.00.

Motion & Second: Approve up to \$11,000 to convert the current business center into a "maker room."

Vote: Motion carried.

Scholarships (Tony Luton): We have completed all the review of all the Scholarship applications. We received 4 completed applications. 3 friends' members and 1 library staff member gave input and the friends' members voted and the 3 winners were selected. I will be in contact with the Town Secretary to get us put on the agenda to present the scholarships.

Lynn Hidell proposed that, beginning next year, we increase the amounts of scholarships to \$2500 and \$2000. Because it was getting late, the board decided to consider this next month.

Newsletter (Diana Russell for Randy Farmer): Randy requests submissions for the newsletter no later than June 6. This allows for coverage of board elections and the literacy banquet. He would like to have a picture of the new board along with pictures of some of the exciting activities that are going on in the library—and anything else you can think of that may be of interest. The newsletter is what first caught his attention and interest in FOL, so he recognizes the value of having a good newsletter. A photo was taken of the new board members after the meeting.

Public Relations (C. J. Stooksberry): C. J. has to resign as public relations coordinator in order to fulfill her responsibilities as FOL co-treasurer.

Old Business—Signatures and Debit Cards (Joe Deaver):

- 1) All prior debit cards need to be turned in. Erica turned in her debit and Sam’s Club cards at this meeting, and Jane will turn any cards she has at the next meeting.
- 2) We need to designate who is authorized to sign checks and hold debit cards for the LEFOL checking accounts.

Motion: Authorized signatures for the FOL checking accounts will be Joseph Deaver, Claudia Stooksberry, Michel Hambrick, Linda Downey and Vincenza C. Morick. Debit cards are authorized for Vincenza C. Morick (primary account) and for Linda Downey (book sales account).

Vote: Motion carried.

Old Business: (Linda Downey): Any action on a storage unit must be determined this month because we have to vacate the current unit no later than May 31.

Storage unit - we have obtained the information on the available units & rental cost.

Climate control - 5 x 10 - \$ 68.00 10 x 10 - 100.00

Not Climate control - 5 x 10 - \$ 50.00 10 x 10 - 50.00

Need to discuss size needed for trivia, literacy, book sales & other FOL items.

Motion: Rent a 10 x 10 climate control unit for \$100 per month.

Vote: Motion carried.

New Business—Bylaws Review Project (Diana Russell): Request the board appoint me to form a committee to review the bylaws, solicit proposed changes and draft new bylaws for approval.

Motion: Appoint Diana Russell to form a committee to review bylaws.

Vote: Motion carried.

New Business—FOL Website (Cathy Wood): Everyone needs to update Mr. Kelley on needed changes to the website.

New Business—Claudia Stooksberry reported that we need to develop a budget and an asset tracking system for items (such as laptops) that are checked out to others.

Motion for Adjournment: **Motion & Second** made for adjournment.

Vote: Motion carried. Meeting was adjourned at 8:15 pm.

Next regular FOL meeting: 7 pm on Wednesday, June 21, 2017 at the library.

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

(signed)
Diana Russell, Secretary

6/21/2017
Date

(signed)
Michel Hambrick, President

6/21/2017
Date