

Little Elm Friends of the Library
August 16, 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: Michel Hambrick (President), Jen Morick (Vice President), Joe Deaver (Treasurer), At-Large Officers: Kay Bell and Linda Downey

Library Manager: Lynette Roberson

Board Members Absent: CJ Stooksberry (Co-Treasurer), Diana Russell (Secretary), and Jane Schoknecht_(At-Large)

Board Appointee Present: Tony Luton

Board Appointees Absent: Randy Farmer (newsletter) and Cathy Wood (FOL website)

The meeting was called to order by Michel Hambrick, President, at 7:05 pm.

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

Motion & Second: A motion was made by Linda Downey and then seconded to approve the July minutes as written.

Vote: Motion carried.

Treasurer (Joe Deaver):

1. \$1,000 scholarship check paid out to University of Houston for Uechchi Oguh
2. Need to vote on PO Box renewal (\$94.00 annual)

Motion & Second: Joe Deaver moved that the \$94 be renewed, and the motion was seconded.

Vote: Motion carried.

3. Working on financial reports for Michel's umbrella insurance quotes
4. Created Independent Bank logon for Claudia (will provide at meeting)
5. Signature cards only need Michel's final signatures
6. Working on Secretary of State corporate documents update and IRS 990N postcard

The issue was discussed that we need to reorder book bags.

Motion & Second: Joe Deaver moved that the FOL reorder 150 book bags at a price of \$1.50 per bag for a total expenditure of \$225.

Vote: Motion carried.

Membership (Jen Morick for Diana Russell):

Lynn Hidell has agreed to assume membership duties effective as soon as she and Diana can get together to acclimate her to the current system set-up. Diana is currently out of state and doesn't have the membership computer with her.

Literacy (Jen Morick):

We are very busy getting ready to accept applications and test applicants to determine level. Flyers have been distributed to La Azteca Meat Market, Valero, All Lube Auto Center (a sponsor for Trivia), Bella's, LE Library, Sheena at Independent Bank, Mercedes at Lo Mejor del Trigo (the Hispanic church in Button), El Tapatio Meat Market, Joaquin (pastor at Iglesia de Dios Eben-Ezer), and the new laundromat next to Little Caesar's.

Testing will be in the library Aug. 23 and 29, and at the church Sept. 2 and Sept. 9. Classes will start Sept. 11.

Library (Lynette Roberson):

1. 740 registered for the Summer Reading Program.
2. Lynette Roberson presented on Little Elm's hotspot lending program at the 10th annual National Conference of African American Librarians in Atlanta on August 11th. Attendees were at the point of considering similar programs for their own libraries and wanted to know not only how it got started but also what challenges we faced and pitfalls to avoid.
3. Hotspot Lending Program status: so far hotspots have circulated 95 times with approximately 25% of those being renewals. The Mayor complimented the program and requested circulation info in the spring to illustrate the need for better internet service in Little Elm.

There have been a few incidences of late returns which led to the patrons being blocked and our checkout process and Hotspot Lending Agreement being modified. Checkout length may be extended to three weeks to allow patrons more time to use them. The Library has also been added onto the Town's debt collections contract. One device "suddenly stopped working" according to the patron. Lynette took it to a local electronics repair shop for diagnostics and it's not the battery, it's the device. She will review the original contract to see if it can be replaced by warranty.

4. Friends Book Sale dates are on the calendar and the Parks Department will pick up the boxes of books from storage whenever needed.
5. The two new Surface Studio computers funded by the Friends have been delivered and installed at the Circulation Desk. Staff loves them, and are grateful to the Friends for supplying them.
6. The Library's public PC replacement is scheduled to begin Wednesday, August 16th. This will also occur with the transition to a virtual desktop/centralized server (VDI).
7. Designed a flyer to promote the Friends scholarship and handed them out to LEISD staff at their Convocation last Tuesday. Will bring sample flyers to Friends meeting for review.
8. Presented a "Resolution of the Town of Little Elm, Texas, Authorizing the Little Elm Public Library to Donate Surplus Books and Circulation Materials to the Little Elm Friends of the Library, That Will resell the Goods As a Fundraiser for the Library." This will have to be approved by the city.

9. Ms. Kelli has submitted her resignation to the Little Elm Public Library. She will be moving into a supervisory position in Irving.

Scholarships (Tony Luton):

1. On Aug.1st we presented the scholarship awards to the three winners. We have paid out one of the scholarships so far. I will give the new photos to Kelley at the library to update the website. The updated scholarship form will be complete by next week in time for the September 1st program time frame.
2. For ongoing discussion: Do we want to try to present the scholarships in the schools as we used to do or continue to present them as we do now?

Newsletter (Jen Morick for Randy Farmer):

The newsletter was mailed out. There were reports of many of the newsletters being delivered in poor condition. Prior to the meeting, Diana and Claudia had discussed the need for more stickers on the newsletters so that they don't get shredded in the sorters.

Book Sales (Linda Downey):

1. Over 60 boxes of books packed up.
2. Publicity chair needed & volunteers needed for shifts. Sign-up sheet will be available at the next board meeting.
3. Set-up will be from 8 – 10 on Friday, Oct. 6th. The sale will run from 10 – 5 on Oct. 6th, and from 10 – 3 on Oct. 7th. Take-down will be from 10 – 12 on Sun., Oct 8th.
4. Lynette has submitted the request to the city to post on the electronic marquee message board.
5. Can we sell library book bags at the sale? Perhaps have a special bag-full-of-books sale the last hour? These items will be discussed further at the next meeting.
6. Permission to buy supplies.....sign stands, baskets for children books. It was decided to keep \$200 in the Book Sales account for supplies, etc.

7. There was discussion on whether FOL members should have a certain time to buy books or whether they should simply get a discount. Most felt that they should get a discount so that more books could be sold to other potential buyers.
8. The length of a Bag-of-Books Sale will be discussed further.

Bylaws Committee (Kay Bell):

Kay Bell has been appointed chair of the Bylaws Committee. This month there is no report. The Bylaws Committee will resume meetings in Sept. or Oct. Michel reported that she checked with Erica Rios about having an attorney in her office look at the bylaws section on indemnification, but that will not be possible. Tony Luton said that he knows several attorneys and will check with them.

FOL Website (Cathy Wood):

Cathy Woods will no longer be participating in Friends. Michel Hambrick indicated that she would like the FOL to do something to acknowledge Cathy's past service to the FOL. This will be discussed further at the next meeting.

Proposed Change of Meeting Day: Several alternatives were discussed, but no decision was made. This will be discussed further at the next meeting.

Two-Door Storage Cabinet in the Library Storeroom: It was decided that Literacy may have the cabinet for use in their classrooms. Literacy will look into emptying it and moving it later in Sept. after classes start.

Michel Hambrick's Email: Michel requested that people emailing her use the following address: mfhambrick@sbcglobal.net

Motion for Adjournment:

Motion & Second: Kay Bell moved to adjourn. Motion was seconded.

Vote: Motion carried. Meeting was adjourned at 8:10 pm.

Next Regular FOL meeting: 7 pm on Wednesday, September 20, 2017, at the library.

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

Jen Morick, Acting Secretary

Date

Michel Hambrick, President

Date