

Little Elm Friends of the Library
July 20, 2016 ~ 7:00 pm
Little Elm Library ~ Regular Monthly Meeting

Attendance:

Board members present: Cathy Wood (President), Jen Morick (Vice President), Joe Deaver (Treasurer), Diana Russell (Secretary), At Large Officers: Randy Farmer (Newsletter Editor), Jane Schoknecht

Board members absent: Erica Rios (Sam's Club Purchase Agent)

Library Manager: Lynette Roberson

Board appointees present: Kim Majestic (membership), CJ Stooksberry (Public Relations)

Members present: Lynn Hidell

The meeting was called to order by Cathy Wood, President, at 7:06 pm. There were no announcements.

Minutes (Diana Russell): June minutes were distributed.

Motion & Second: Approve as written. Vote: Motion carried.

Treasurer's Report (Joe Deaver): Monthly accounting records were distributed and copies are available on request to: treasurer@littleelmfol.org.

- 1) Current balance sheet total: \$35,040.28 (technology fund \$9,071.40)
- 2) Paperwork submitted to Independent Bank for signature/debit card updates
- 3) Letter sent to Sam's Club for membership card update (Membership renewed last week)
- 4) Vending machine count duties mostly transferred to Cathy/Kim (need to update spreadsheet)
- 5) Office 2016 licenses (3) received. I believe it's the Toshiba laptops that have Office 2010 and need updating.
- 6) Vending Machine restocked 7/16.
- 7) Requested updated IRS Letter of Determination
- 8) Sent suggested duties list for Public Relations new position
- 9) Refreshed old Treasurer laptop, ready for reassignment (2007 Toshiba, but running great on Windows 10)

Membership Report (Kim Majestic):

We currently have 62 active members. Renewal letters were sent in June. Discussion was held about what we could offer the Chamber of Commerce in the membership exchange, and it was decided to ask Luis to check on whether the Chamber would like to have a half page in our quarterly newsletter to publicize their organization and events.

Literacy Report (Jen Morick):

- 1) The literacy program is very happy to report that we have a new location for ESL classes. Classes will be held at Iglesia de Dios Eben-Ezer, 101 Naylor Rd., in Oak Point. The pastor is Joaquin Penalosa. He has been very helpful and cooperative, and we look forward to working with him toward the continued success of the program.
- 2) A teachers' meeting is scheduled at the church on July 21 to meet the pastor and to tour the facility.
- 3) Classes are scheduled to begin Sept. 8 on Thursday evenings from 6:30 – 9:00 P.M. The testing dates will be announced in August, but are tentatively planned for the weeks of Aug. 22 and Aug. 29. The testing sites will also be announced in Aug., but it is thought that one of the sites will be at the church.
- 4) Class levels will all be continuations of the classes that were held this past year, so any enrolling students will have to meet the testing criteria for these existing levels.
- 5) We received a \$100 donation check that was designated for the literacy account.

Library Report (Lynette Roberson):

- 1) 700 plus people (compared to 535 last year) registered for summer reading, with two weeks left in the program. Attendance is still high at all programs and events.
- 2) Perot T.E.C.H. Truck is scheduled to visit the library 12pm-2pm on Friday, August 12.

Scholarship Report (emailed from Tony Luton):

I am still waiting on word from two of the winners to confirm how they would like to receive their scholarships. I have received receipts from Lisa requesting reimbursement for a tablet that she purchased for school and am requesting a check be cut in her name to reimburse her for her expenses.

Newsletter Report (Randy Farmer):

The first draft of the July newsletter was finished and turned over for proofing to Cathy Wood, stored on a USB drive. Cathy made several formatting changes as needed. At this point I am waiting to hear from someone as to how the finished letter will be copied and distributed. I do not personally have access to a high quality printer or duplicating machine.

After discussion, it was decided that Randy will email the final newsletter to the FOL secretary, who will review it and forward it to Lynette Roberson for printing 100 copies. Kim will supply membership labels to Randy. Joe and Cathy are printing some other labels for some non-member supporters. The treasurer gave Randy a check to use for postage to mail the newsletters. When Randy has all the labels and has been notified that the newsletter is printed, Lynn will help him get them sent out. Extra copies will be set out in the library for people to pick up.

Public Relations Report (CJ Stooksberry):

- 1) Town of Little Elm is offering an opportunity to display a logo at each of the Town entrances attached to the electronic display boards. This is still in the pre-planning stages but we discussed

whether we want to be included. In the discussion, all voiced an interest in being included in this. CJ will keep us in the loop.

2) Woofstock on Oct 15 might be a good venue to have a booth to attract new "Friends". Do we want a booth that day? Kim Majestic agreed to take the lead on arranging for this and will keep us posted on what help is needed. Contact person for this is: Kristina Ann Lee, (Kristina@woofstockcamp.org), (972) 292-3551 or cell number (940) 595-8148.

Trivia Report (Cathy Wood):

A date for Trivia should be decided on before September 2017. Listed below is the information for the scheduled dates for the Town, School District and holidays long with a list of possible days for the use of the Rec Center. Copies of the LEISD calendar were distributed, and it was pointed out that student testing weeks may also need to be considered if we plan to get youth volunteers from the school.

COMMITTED DATES

February 2017

Tuesday, February 7 th	Council Meeting
Monday, February 20 th	President's Holiday?????
Tuesday, February 21 st	Council Meeting

March 2017

Monday, March 13-17 th	LEISD Spring Break
Friday, March 17 th	St. Patrick Day
Tuesday, March 7 th	Council Meeting
Tuesday;, March 21 st	Council Meeting

April 2017

Friday, April 14 th	Good Friday
Sunday, April 16 th	Easter

Jason Peebles and he said Tuesdays and Thursdays would be the best for the Rec Center.

COMMITMENT: Kevin See has committed to provide pizzas for Trivia 2017

After discussion, it was decided that we cannot set up a date until we have a Trivia Coordinator. Everyone needs to concentrate on searching for a coordinator. We also need a step-by-step guide covering all the areas and job responsibilities for trivia. We have a partial guide, but it needs to be completed and updated. Everyone needs to draft the steps for areas where they have worked and send it to Cathy before the next meeting. Jane said she will draft the table decorations section.

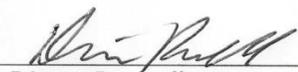
New Items: The lifetime members plaque has not been updated to add Jane and Bill Schoknecht, who upgraded to lifetime members in December. We all agreed the update is overdue, and Joe Deaver agreed to take care of this.

Motion for Adjournment: Motion & Second made for adjournment. Vote: Motion carried. Meeting was adjourned at 7:52 pm.

Next regular monthly meeting: 7 pm on Wednesday, August 17, 2016 at the library

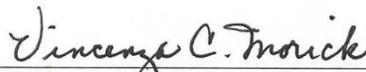
Respectfully submitted by: Diana Russell

I certify the above minutes to be an accurate and complete summary of the minutes on 7/20/2016.



Diana Russell
Secretary

8/17/2016
Date



Vincenza C. Morick
Vice President

8/17/16
Date