

Little Elm Friends of the Library
March 15, 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 Officer: Jane Schoknecht

Library Manager: Lynette Roberson

Board members absent: Erica Rios and Randy Farmer (both are At-Large Officers)

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

Board appointees absent: Lynn Hidell (Trivia Coordinator) & Randy Farmer (Newsletter)

Members & Visitors Present: Michel Hambrick, Linda Downey, Kay Bell and Sandi Joanidis

Visitors Present: Brad Anderson (potential member)

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

Minutes (Diana Russell): In the November 2016 general meeting, it was decided to suspend further general meetings due to the need to concentrate on trivia preparation in December, January and February. The minutes of the November 16, 2016 meeting were sent in advance via email and copies were distributed at the meeting.

Motion & Second: Dispense with reading of the minutes and approve as written.

Vote: Motion carried.

Treasurer's Report (Joe Deaver):

1) Trivia Night - All credit card and check income transactions have been keyed to QuickBooks. (Thanks to Jen for the assistance on Sunday!) Still working on keying the cash transactions and credit card merchant fees. Multi-ticket cash boxes have been reconciled. (Thanks to Kay and Lynn for the assistance!) I believe we have paid out all VIP table decoration expenses. I have a few reimbursements to submit (under \$100) and I assume we have one pending for Joe Florentino. There are only one or two items outstanding on Silent Auction collections, which Lynn is working on. I will be looking for a better credit card solution which has better non-profit

rates, shopping cart (on tablets), and web capability. Need to pay out Domino's pizza sales/tip.

- 2) Laptop battery ordered and received for literacy laptop
- 3) 10-license pack purchased from Tech Soup to renew Norton Antivirus for the laptops, with Cathy's approval.
- 4) ProLiteracy annual membership renewed for the literacy project.
- 5) We have been approved for the non-profit license grant (free) toward Atlassian Confluence collaboration software, which can be used for general FOL and/or Trivia activities. If we are committed to using it, I will invest some time this summer toward toward developing a space for FOL. The website for this is:
<https://www.atlassian.com/software/confluence>.
- 6) Proposal to donate ownership of the FOL vending machine to the library.
Motion & Second: Donate the vending machine to the library.
Vote: Motion carried.

Trivia Update (emailed from Lynn Hidell who cannot attend meeting)

At last Wednesday 's Trivia meeting we discussed the positive feedback we had as well as the areas that need improvement:

Great feed back on having the questions on power point as well as the serving of wine and beer. Most fun Trivia ever.

A quick summary of negatives : questions hard

Problems with picking up silent auction items

Problems with check out.

Volunteers not showing up.

Volunteers not trained

Outside drinks brought in

Lack of signage

Bid scratched out

Back tables couldn't hear because of volunteer visiting

Table monitors should be assigned specific tables

Communication

FOL Board Election (Diana Russell)

- 1) We need approval to change nominations to April and elections to May.

Motion & Second: Move nominations to April and elections to May.

Vote: Motion carried.

- 2) We need to appoint an elections officer. The elections officer must be a member in good standing and is not eligible for nomination to a board position. Lynn Hidell served as elections officer last year and is available again this year. None present at the meeting indicated an interest in serving as elections officer.

Motion and Second: Appoint Lynn Hidell as Elections Officer.

Vote: Motion carried.

Membership Report (Kim Majestic): We will have two new members signing up this next week, which is great news! I would like all members to consider bringing one new member each to increase our number of members, many hands make work light and our group fun! During Trivia, I met several volunteers that were not FOL members, I would like very much to obtain the list of volunteers and personally invite them to join by mail and perhaps telephone or email and would appreciate it if I could obtain the list of volunteers soon.

Kay Bell has the list of trivia volunteers and offered to send it to Kim.

Literacy (Jen Morick):

1) All classes are progressing smoothly, and we continue to be very comfortable in our new location. We have a new volunteer, David Rush, who is currently assisting in Level 1. He also fills in as needed with our tutoring student and served as a judge at Trivia.

2) The tables that we will be using for the literacy banquet this year are rectangular instead of circular. If the current round tablecloths that we have can be used for Trivia, we are willing to donate them for that. They are blue and some are new in original packages.

3) The annual literacy banquet is scheduled for Monday, June 5 at Iglesia de Dios Eben-ezer in Oak Point, which is where our classes are now being held. Since we only have 10 classes left in our school year after Spring Break, we would like to request approval to budget \$800 from the literacy account for banquet expenses. We respectfully request a vote from the board on this matter.

Motion & Second: Approve a banquet budget of \$800 from literacy account.

Vote: Motion carried.

Library (Lynette Roberson):

1) Filastruder (filament re-extruder for library's 3D printer) was purchased 12/1/16 at a cost of \$ 299.00. Friends were to write check from Technology Fund to Library to cover cost. Check is pending from Treasurer.

2) New Avenue Six Wall Espresso Leather Chairs were purchased. Friends approved purchase of five (5) chairs to replace worn and damaged chairs in children's area and main library. Due to lack of storage space for old chairs, the three (3) worst ones were replaced in children's area, at a cost of \$ 233.62 ea., or \$ 700.86.

3) I submitted program proposal to NCAAL X (10th National Conference of African-American Librarians) titled "Digital Access for All: Creating a Mobile Hotspot Lending Program at Your Library, which was accepted for presentation. The Conference will take place in August 2017 in Atlanta, GA. The presentation will highlight starting a public library mobile hotspot lending program and partnership with Friends groups.

4) I am enlarging the scope of the program and submitting a proposal for the 2018 PLA (Public Library Association) Conference in Philadelphia, PA. The expanded program proposal will highlight mobile hotspot lending programs for small, medium, and large public libraries in Denton County. Lewisville Public Library is launching their own hotspot lending program in the Spring of 2017, and has agreed to be a part of the panel. Other Directors in Denton County also expressed interest in being a part of the panel.

5) I will be a part of the panel "Preparing for Leadership: Behind the Scenes with New Directors" at the 2017 Texas Library Association Annual Conference in San Antonio, with directors from the Arlington and Lewisville Public Libraries, Texas Wesleyan and Texas Woman's universities.

6) Library staff will present "pop up" story times at Little Elm parks (McCord Park, Little Elm Beach, Beard Park, and Union Park's Porch) through the spring and summer of 2017 to increase the library's presence within the community.

7) The library begins its gardening series "Get Growing with Little Elm Public Library" the last Tuesday of each month at 6:30pm, in March, running through September. Tech Clerk Kelley Anderson received a donation of close to 8,000 seed packets from a seed donor company, which will be given out to attendees. Guest speakers from the Denton County Master Gardeners and others will give gardening tips to local residents.

8) I agreed to be incoming Proposal Coordinator for the Denton County Library Advisory Board.

Scholarships (Tony Luton): We currently have 10 to 20 students working toward the hours and at least 3 have already completed the number of required hours to be eligible for the scholarship. We have not yet received any complete applications. Given the change with the student volunteers involvement at Trivia, I have allowed them to count hours from other local organizations such as the library, food bank, lions club, rec center, etc.

Newsletter (Randy Farmer): Nothing new to report.

Public Relations (emailed from C. J. Stooksberry—cannot attend):

1) Book club ladies enjoyed decorating and they enjoyed playing trivia.

2) We need a vote to pay Lions Club \$50 a month for the shared storage building. Lynn has the gate code and lock combination. The Lions treasurer (currently Mike Wooten) will be the Lions contact for this. He will bill us for March to June at \$50 per month.

Motion & Second: Approve payment to the Lions Club for shared storage at a rate of \$50 per month.

Vote: Motion carried.

New Item: (Linda Downey): Linda is interested in selling books on Amazon to raise funds for FOL. Joe mentioned there are some provisions for 501(c)3 organizations on both Amazon and e-Bay.

Motion & Second: Approve a project to sell books on Amazon.com and/or other internet sites with Linda and Joe working together on the details.

Vote: Motion carried.

Announcement: Diana Russell thanked all those who emailed their reports in advance because doing this helps the meeting move faster, allows Diana to participate in group discussion, and makes it easier to write accurate minutes.

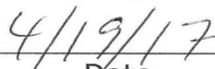
Motion for Adjournment: Motion & Second made for adjournment. Vote: Motion carried. Meeting was adjourned at 7:50 pm.

Next regular FOL meeting: 7 pm on Wednesday, April 19, 2017 at the library. Respectfully submitted by: Diana Russell

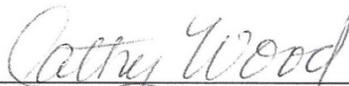
I certify the above minutes to be an accurate and complete summary of the minutes as approved on this date.



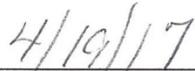
Diana Russell, Secretary



Date



Cathy Wood, President



Date