

Little Elm Friends of the Library
September 20, 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), Claudia Stooksberry (co-treasurer), Diana Russell (Secretary), Linda Downey (At-large)

Library Manager: Lynette Roberson

Board members absent: Joe Deaver (Treasurer), At-Large: Jane Schoknecht and Kay Bell

Members present: Erica Rios, Luis Rios

Board appointees absent: Lynn Hidell (membership), Tony Luton (Scholarships), Randy Farmer (newsletter)

The meeting was called to order by Michel Hambrick, President, at 7:00 pm.

Minutes (Jen Morick): The minutes of the August meeting were sent in advance via email and copies were distributed at the meeting. Only one name spelling correction needs to be made. **Motion by Diana Russell** to approve the August minutes as corrected.

Second & Vote: Motion carried.

Treasurer's Report (Claudia Stooksberry):

1. 115 Economy book bags reordered. Shipment expected to arrive 8/25 at library. I did have to redo the art setup fee since we have not ordered in a couple of years.
2. Book sale promotion posted to FOL Facebook page and some of the other Little Elm community pages. I've got lots of plastic bags and will provide cash box change with adequate notice. If you want to sell the VHS tapes we have, let me know.
3. Still working on financial reports for liability insurance, mostly just vending machine accounting closeout.
4. Renewed PO Box.
5. Will not be at Sept meeting and likely Oct meeting due to Citizens Government Academy class.
6. Repaired broken coin changer and returned to library.

Membership (Michel for Lynn Hidell):

1. Diana Russell met with Lynn Hidell to discuss the responsibilities of the membership chairman for FOL. A notebook containing detailed instructions on the position as well as miscellaneous supplies were turned over to the new membership chairman.

2. The membership computer was updated by Diana Russell and has been turned over to Lynn Hidell. Lynn appreciates the detailed notebook and Diana's willingness to help her learn the in's and out's of the job.

Literacy (Jen Morick):

1. We have been very busy in Literacy getting ready for the new school year with obtaining needed supplies, checking supply cabinets, a teacher meeting, and screening/testing new applicants.
2. We screened/tested 51 applicants on Aug. 23, Aug. 29, Sept. 2, and Sept. 9. Of the 51 applicants, 28 heard about us on Facebook/internet. At this point, we have 18 students enrolled in Level 1, 13 in Level 2, and 20 in Level 3 for a total of 51 (former and new) students enrolled in the program. Classes began smoothly on Sept. 11.
3. Because of requests, we have decided to conduct two additional screening sessions – the evening of Sept. 28 and the morning of Sept. 30, both at the church. We will attempt to fill the few remaining seats in our classes and then compile a waiting list of applicants to fill in as attrition occurs. These will be the last two screening sessions until next year.
4. Alan Mesches (Level 2 teacher) and I emptied the FOL storage cabinet on Aug. 12. There are five boxes to be sorted and taken to storage. Three are scrapbooks and old files, and two are miscellaneous cups, napkins, and "stuff." Diana will make arrangements with Pastor Joaquin to have the cabinet taken to the church where we will use it to store supplies.
5. Tony Luton is doing background checks at no charge for us.

Library (Lynette Roberson):

1. Interviews for the Youth Services Librarian position have been completed and an announcement will be made within a few weeks.
2. The Library's PC upgrade project is ongoing. BywaterSolutions is creating a workaround to enable the PC Reservation system, LibKi, to operate in a virtual desktop environment.
3. The Summer Reading awards ceremony was initially scheduled for October 17th Council meeting, but there were conflicts with the school librarians' schedules, so it will probably be moved to November 21st, or an alternative method of presenting the trophies will be decided upon.
4. Lynette Roberson begins a 2-year term as Proposal Coordinator for the Denton County Library Advisory Board.
5. The Texas Library Association Annual Conference will be held in Dallas in 2018. Lynette Roberson is on the Local Arrangements Committee and is co-chair of the Health Events committee. Health Events is coordinating the Hetherington Fun Run and Walk, a Deep Ellum Pub Crawl, and yoga and meditation events. The Friends are invited to register and attend; and, if interested, to volunteer to help with local events.

Scholarship (Michel Hambrick): Tony Luton requested we decide whether we wanted to continue awarding scholarships at council meetings or if we wanted the scholarships awarded on Scholarship Day at the school. **Motion by Diana Russell** to allow our scholarships to be awarded on Scholarship Day at the school. **Second & Vote:** Motion carried.

Newsletter (Randy Farmer): No report submitted.

Book Sales (Linda Downey):

1. Amazon sales were \$225.00 this month. Amazon is still withholding 1/2 the money each month. Permission to sell collectible books is also still being withheld.
2. We have 80 boxes of sorted books in the storage unit - 1,000 - 1,200 books. Children books have been individually priced.
3. Signs for the sale have been made and sign-up sheets will be distributed at meeting.
4. Discussion on FOL members assisting with the sale. Several have signed up for shifts and committed to other tasks, but Linda can use more help. Set-up will be Friday morning from 8-10 am, then the sale will be during library hours both Friday and Saturday. Clean-up will be from 10-12 Sunday morning, but Linda has volunteers to help with that.
5. We discussed the timing of "bag sale" but decided to just announce it whenever it looked like it was a good time toward the end, rather than setting a time in advance.

Bylaws Review Project (Kay Bell): No report this month.

Disposition of items cleaned out from the storage unit: Scrapbooks and items that appeared to be official FOL business are in separate boxes from general items. Michel and Claudia will meet to go through the boxes, make a list of category of items in each box, and to move into storage those items that they think should be kept. Anything else will be disposed of. Diana announced that she put the folder of Cheryl's minutes in the box with the scrapbooks.

2018 Trivia Date: The consensus is that we would prefer to move trivia to Saturday (or Friday if Saturday can't be worked out. Further discussion indicated there may be some difficulty getting the use of the Rec. Center for a weekend date due to cost of overtime to city employees, etc.

Expression of Thanks to Cathy: Everyone wants to thank Cathy, and Michel is looking at our options.

Proposed Change of Meeting Day: Since the Keep Little Elm Beautiful Committee meets the third Wednesday, and the Little Elm government classes are held on Wednesday nights for 6-8 weeks each year, we felt we needed to change our meeting night. After looking at the various options in conjunction with when a meeting room can be available at the library, we decided the third Thursday of each month was our best option.

Motion by Diana Russell to change the LEFOL regularly scheduled meeting from 7 pm the third Wednesday to 7 pm the third Thursday of each month effective October 19, 2017.

Second & Vote: Motion carried.

Directors & Officers Insurance: Michel is working with Joe and Claudia to gather all the information needed to get information and a quote on this insurance.

Antivirus Updates: Michel has updated the antivirus on the newsletter computer and will get it back to Randy for the next newsletter.

Trivia Event Coordinator: We all felt that the Trivia Coordinator should concentrate on overseeing the “strictly trivia” part of the event—publicity, emcee, trivia questions, judges, tables/chairs including reservations/ decorations, food/beverages, servers, wine pull, program, signs, parking arrangements, meal tickets, photographer, etc.—anything that is **absolutely essential for the trivia activity to take place** (plus maybe the half & half). Even though the greatest part of the donations come from sponsors and the silent auction, it would be **possible** to hold the trivia event without the donations.

Trivia Fundraising Coordinator: Although the Event Coordinator is not precluded from helping with other things someone else may be doing (soliciting sponsorships, having a silent auction, etc.), those functions won’t happen unless **coordinated independently** by someone else because—although those things contribute greatly to the event income—not having them would not preclude being able to hold trivia.

So we have two current Trivia vacancies. One is Trivia Event Coordinator, and the other is Trivia Fundraising Coordinator for the trivia event. One person can’t possibly be expected to coordinate both of these major areas, which is why it’s become impossible to find someone to “coordinate trivia”.

Publicity Committee: Michel said we need to make it a priority to fill the vacant publicity coordinator position because this organization does so many wonderful things that nobody knows about. Diana said she will send Michel the publicity coordinator job description that Joe had sent out a couple of years ago.

Motion for Adjournment: Motion was made by Diana Russell for adjournment.
Vote: Motion carried. Meeting was adjourned at 8:00 pm.

Next regular FOL meeting: 7 pm on Thursday, October 19, 2017 at the library.

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

Diana Russell, Secretary

Date

Michel Hambrick, President

Date