Regularly Scheduled Meeting of the Board of Directors

Bulverde / Spring Branch Library
January 26, 2017

12:00 noon – 2:00 pm

Members Present: Cornelia Beach, Pat Clark, Peggy Hamm, Lynne Grix, Annabel Fey, Marty Chrisman, Rebecca Kavanaugh

Guests: Bev Lemes, Susan Herr, Jewel English, Robert Zito, Larry Sunn

Cornelia called the meeting to order at 12:09 pm. A quorum was present. Cornelia stated that the meeting will be conducted in two parts: Foundation business followed by brainstorming for Foundation Strategic Planning. The minutes of the regularly scheduled meeting on October 27, 2016 were distributed. Annabel Fey reported that the Foundation’s back account number needs to be added to the minutes of the October 27th meeting. The minutes of the October 21, 2016 Special Session were distributed, as well. Motions were passed to approve the minutes of both meetings, with the Oct. 27th minutes amended by addition of bank account number.

The Foundation’s Conflict of Interest Disclosure Statement was distributed for Board members’ signatures, and the signed forms were collected for record. Lynne Grix reviewed the following Foundation of the BSBL financial reports:

- Balance Sheet as of December 31, 2016
- Profit and Loss History 2014-2016

ELECTING OFFICERS

Peggy Hamm moved to retain the present slate of officers, including Cornelia Beach as Chair, Paul Nugent as Vice Chair, Rebecca Kavanaugh as Secretary, Lynne Grix as Treasurer, and Annabel Fey as Investment Officer. The motion was seconded and passed unanimously.

UNFINISHED BUSINESS (Cornelia Beach)

- Cornelia moved to table resolving the Policies Governing the Foundation until the next meeting on March 23, 2017. Motion was seconded and passed.
- Investment Report: Annabel Fay reported that Harry Truman’s name was removed from the Schwab Investment account and that Lynne Grix, Marty Chrisman, and her name are now on the Schwab Investment account.
- Support for Board Development and Fundraising: Peggy reported participation in several activities.
  - She and Cornelia attended Strategic Planning Seminar at San Antonio Area Foundation (SAAF) on Jan. 19th.
  - She and Cornelia attended the Big Give Kickoff in New Braunfels on Jan. 18th.
  - She and Rebecca will attend Board Boot Camp at SAAF on Jan. 28th.

The Board discussed the CCAT Assessment and came to consensus that Peggy, Cornelia, and Rebecca will work on application for grant (SAAF) to fund phase two following CCAT Assessment, which will include funds to hire a consultant for facilitating the development of the Foundation’s Strategic Plan.

The Board also discussed our participating in the Big Give (24-hour day of giving that takes place on May 4, 2017). The Board passes a motion to spend $200 for participation fee. Fee enables the Board to use Big Give tools and training. Friends of the Library can also use these resources.
To maintain accurate records for the Board, Peggy asked members and prospective members to verify their personal contact information.

Funding Streams for Bulverde/Spring Branch Library: Cornelia distributed and discussed these funding streams for the library
- “Checking Account”: the Bulverde Area Rural Library District, with sales tax revenue, donations, fees, grants, and supplemental funds
- “Savings Account”: the Friends of the Library, for short-term contingencies, with membership fees, donations, grants, Book Nook income, and fundraisers
- “IRA/Long-term Endowment”: legacy gifts, donations, grants, and fundraisers

Cornelia adjourned the regularly scheduled meeting of the Foundation’s Board of Directors at 12:51 PM and convened the Strategic Planning brainstorming meeting.

New Business (Cornelia Beach)

Planning Process: Mary Raley discussed comments and impressions from the SAAF Workshop, including:
- The Foundation should care enough about the future well-being of the Library to be energetically involved in creating that future.
- Every Foundation member needs to have a clear understanding of our purpose and role: knowing how the Library is funded, how it serves the community, who cares about the Library and its services, and how the Library addresses community needs, are essential if we are to make a compelling case for contributing to the endowed fund.
- The Foundation members need to know the mission and goals for achieving an endowed fund’ they need to be an energetic advocate for the Library and for the endowed fund, and they need to take action to further the mission and goals.

Decision Item
- CCAT follow up: consensus of the Board to apply for a grant to fund the 2nd phase of the CCAT Assessment, and to hire a consultant to facilitate (2) four hour sessions in strategic planning for the Foundation
- Peggy Hamm, Rebecca Kavanaugh, and Cornelia Beach will work on the grant application, and to get costs for hiring a consultant

Discussion Item: What Board members need to know in order to fully participate in the Library and to be motivated to give their best efforts toward implementing future goals:
- Susan Herr invited Foundation members to attend the Library Staff lunch and meeting – 12:30 p.m. on the Thursdays following the monthly BARLD meeting - to become familiar with the Staff and their roles; and suggested they attend some of the programs and events the Library sponsors – the FOL Book and Author Event on March 8, Hungrytown Folk Music Concert on Sunday, January 29, language and technology classes, and Adult Ed classes, to name a few
- Cornelia stated that Foundation members need to be able to communicate to the public about what the Library offers, and be engaged in some way with Library programs and events – which are listed on the Library calendar: http://bsblibrary.libcal.com/ – and to volunteer at the Library if possible
- Bev Lemes stated that Foundation members should read the Bulverde/Spring Branch Library
Story Wall in the hallway to be knowledgeable about the Library’s history. The information is also on the Library website: http://libguides.bsblibrary.org/about/history

- Larry Sunn suggested the Foundation set up a social media site. Susan Herr mentioned that Lacee Sowell, BSB Library’s Marketing/Outreach Specialist can help set up a social media site, but someone would need to maintain the site

Discussion Item: Funding Source: Bulverde/Spring Branch Library Funding Streams – Foundation members should have a clear idea of why the Library needs an Endowed Fund and to articulate that need. Robert Zito stated, and Annabel Fey agreed, the public/community need to know that there are ways to give to an Endowed Fund without disinheriting their children/grandchildren. He suggested the Foundation

- Offer a class on will writing
- Sponsor a FAQ on their webpage with information on donating, how to contact a Foundation member, and other applicable information
- Promote the Library as a resource of endowment information to: POAs, PTAs, Book Clubs, City Council, Chamber of Commerce, Activity Centers, Builder’s Associations, civic groups, etc., and have information on the Foundation available at the new Welcome Center in the Hampton Inn when it opens

Discussion Item: How to structure the Foundation meetings in order for each member to have time to be actively involved:

- Rebecca Kavanaugh will work with Cornelia to put out a news blast about what the Foundation has accomplished since the last meeting
- News blast will include updates as to what the Foundation is doing
- It can mention the San Antonio Area Foundation Basic Grant Writing Seminar on February 16, from 9:00 a.m. to 3:00 p.m, and other upcoming seminars and programs of interest to the Foundation
- Mary Chrisman suggested the news blast also include what money has come into the Foundation

Foundation tasks before the next meeting at 12:00 p.m. on March 23, 2017:

- Peggy Hamm, Cornelia Beach, and Rebecca Kavanaugh will write the grant to fund the 2nd phase of the CCAT, and to hire a consultant
- Cornelia will mail the check for $200 to join the Big Give Initiative, and inform the FOL and Library Staff they can participate in Big Give tools, training, and programs under the auspice of the Foundation
- Peggy Hamm and Rebecca Kavanaugh will report on the San Antonio Area Foundation Board Boot Camp they will attend on January 28
- Discussion on the Foundation setting a date to host a wine and cheese event for financial planners, and to have literature, and a consistent message to present to the group. Rebecca Kavanaugh will work on developing that message.
- Robert Zito and Lynne Grix will compile a list of names of financial planners and have it available
by the March 23, 2017 meeting
- More discussion on a Wine and Cheese/Financial Planners Event at the March 23, 2017 meeting
- Peggy Hamm asked Robert Zito and Larry Sunn if they would like to join the Foundation at this time. They both agreed to work on the Foundation; however, due to his work affiliation, Robert Zito cannot serve on the Board. Marty Chrisman stated that she is willing to talk to any group about the role of the Foundation.

Meeting adjourned at 2:05 PM. Next meeting is scheduled for March 23, 2017, at 12:00 noon. Bring your own lunch.
Respectfully submitted,
Rebecca Kavanaugh, Secretary, 2017

With many thanks to Jewel English