Friends of the Bulverde Spring Branch Library

Nov. 13, 2017

Call to Order: President Karen Schmalz called the meeting to order at 1:30 p.m.

Roll Call/Verify Quorum: A board quorum was verified. The following board members were present: Clare Helminiak, Janice Weber, Linda Quintero, Karen Schmalz, and Mabel Truman. Other members present were Jewel English, Cecilia Sullivan, Donna Harris, Mary Catherine Cole, Bev Lemes, and Bethanie Corder.

Remarks: 1. National Friends of the Library Week and the Oktoberfest were successful. 2. The Veterans Day event was well-attended and the volunteers were appreciated. 3. The STAGE revenues are $2892.00 this year; therefore, we have attained our fundraising goal ($50,000) for this year.

BARLD Report: 1. Bev Lemes reported that Donna Harris is a new trustee on this board. There will be a building meeting this evening. We will be working on a timeline for bidding on a contract.

Foundation: No report.

Library Director’s Report: We are looking to increase our outreach during the time the library is working on the expansion project.

Approval of October minutes: A motion was made by Claire Helminiak and seconded by Janice Weber to accept the minutes as submitted. The minutes were accepted.

Treasurer’s Report/Fundraising: Linda Quintero provided the 3rd Quarter Financial Statement as prepared by Deviney CPA. There were no changes from the September Statement of Financial Position. The financial statement will be posted on the website. Linda briefed the board on the October 2017 Statement of Financial Position. The FOL has $120,451.76 in cash/checking/savings and $11,597.07 in inventories for total current assets of $132,048.83. Our liabilities include the State Farm Visa of $264.34 and sales tax payable of $380.62. The FOL has $56,592.32 in board designated funds. These funds include $41,492.32 for the library expansion (we added $2965.91 in Oct, thanks to our S.T.A.G.E. proceeds) and $15,000 for an operating reserve. The donor restricted funds are $14,598.83. Laura Kraus will be spending the $26.63 from the San Antonio Foundation for Summer Reading materials. Linda also reported that we would be getting matching funds from ExxonMobil for the Butterfly Garden. The FOL received $250 from Synergy Federal Credit Union for the Veterans Day Program as well as non-cash donations from H-E-B, McDonalds, Starbucks, and Steve Stevenson. The FOL currently has $51,592.32 in funds for the expansion. Technically we have achieved our $50,000 goal. However, $10k of those funds are restricted for the Serenity Fountain. If the FOL is going to want naming rights for the new kitchen, we will have to add to our $41,492.32 to reach the $50k
threshold for the naming rights. We can do that by designated some of our unrestricted funds or wait and accumulate more next year.

**Communications:** 1. We received a check from STAGE for $2892. We have thanked them and asked them to hold the October slot for the FOL on next year’s calendar. 2. Thank you notes have been sent to the library for their kind activities during FOL Week and the Guadalupe Brewing Company for their contribution to the Octoberfest. We received a thank you from Carol Scheffer.

**Committee Reports:** 1. The Holiday Season bus trips to the Tobin/Aldinos and Esters Follies were reviewed.

**Old Business:** 1. Holiday Tea on Dec. 7th/Decoration Planning-There will be an e-blast to the entire FOL for foods for the tea. Donna Harris has made a flyer for this event describing the tea choices. Decorating of trees is scheduled for Nov. 26 from 1-3 p.m. 2. Ancestry.com: FOL continues to pay for this on-line service. 2. Big Give: The $200 registration for this will be taken care by Linda Quintero. She requested that the other board members review the criteria online and give her feedback. 3. Liability Policy: The bill of $674 is unchanged and will be paid once the invoice is received.

**New Business:** 1. Susan brought up the topic of naming rights for the new parts of the library and the transfer of names to the relocated but already named parts of the library. This will involve on-going discussion to maintain equity and satisfaction. 2. It was agreed that we should refrain from giving a gift directly from the FOL. For the upcoming employees that are leaving individuals on the board agreed to make the donation personally. 3. Annual Meeting Planning: The meeting will be Jan. 18. We need to post notice in advance of the annual meeting. A guest speaker might be Danelle or someone from Marmon Mok to speak about the expansion. 4. State Registration for FOL: There was a brief discussion about the merits of updating our registration with the Secretary of State. Peggy Hamm is currently listed as our registered agent. As long as she is okay with that role, we are current. If we decide to appoint someone else, we will need to submit the required form and fee to the Secretary of State.

**Calendar Review:** The annual meeting will be Jan. 18th, beginning at 5:30 or 5:45. 2. Polar Express will be Dec. 9th at 3 p.m. 3. The Night Before Christmas Program will be Dec. 22 at 2 p.m. There will be a budget meeting on Dec. 11 after the Board Meeting to go over the 2018 budget.

**Adjournment:** The meeting was adjourned at 3:00 p.m.

Respectfully submitted,
Janice Weber, Committee Chairperson