Friends of the Bulverde Spring Branch Library

October 16, 2017

Call to Order: Vice President Clare Helminiak 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, and Linda Quintero. Other members present were Peggy Hamm, Jewel English, Susan Herr, and Debbie Neubauer. A new member, Johanna Georgeff was in attendance.

Remarks: 1. Tom Berry was acknowledged and thanked for his card-making talent. He has resigned his card-making position and has turned it over to Charlotte Trussell. 2. The STAGE turnout was excellent. FOL sold 135 tickets and STAGE sold 34. The sold-out performance will generate close to $2900 in revenue. 3. Those who had assisted with the Great Decisions program were thanked. Generally, the programs had been quite interesting and there were between 25-40 people in attendance at each event.

BARLD Report: 1. Recent activities include a discussion of expansion plans and a meeting with the landscape architect. The current issue: to make the exterior design conform to city requirements or to ask city council for a variance. 2. Pat Rodriquez has resigned from the committee, and they are expecting someone to be appointed. 3. A report comes from the auditors on the evening of Oct. 16.

Foundation: Peggy Hamm reported they have been meeting to work on the document for their Strategic Plan – to be complete by January 2018.

Library Director’s Report: Susan Herr reported Katie on staff will fill in on the Capital Campaign—working on plans and timelines for the Capital Campaign beginning in January. Susan anticipates four to five companies will be bidding on the contract. Linda Quintero thanked Lacee for help with the STAGE advertising and for the media for the up-coming Veterans Day event.

Approval of September minutes: A motion was made by Linda Quintero and seconded by Claire Helminiak to accept the minutes as submitted. The minutes were accepted.

Treasurer’s Report/Fundraising: Linda Quintero reported on our September Statement of Financial Position. The FOL has $119,513.01 in cash/checking/savings and $11,699 in inventories for total current assets of $131,232.22. Our liabilities include the State Farm Visa of $2,040.88 (most of which was for the September bus trip) and sales tax payable of $359.46. The sales tax payable includes the timely filing discount. Linda paid the sales tax electronically using webfile. The FOL has $53,626.41 in board designated funds. These funds include $38,626.41 for the library expansion ($189.34 added in Sept) and $15,000 for an operating reserve. The donor restricted funds are $14,043.56. 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.

**Communications:** 1. A thank-you card and a $25 donation was received from Nancy Deckard, a Great Decisions participant. 2. The Liability Policy Renewal has been taken care of. Forms have been signed and we will receive an invoice.

**Committee Reports:** 1. Debbie Neubauer reported that the bus trip to Newman’s Castle had been entertaining, and a stop at Blue Bell for ice cream was a bonus on the trip. Two additional trips are scheduled: Nov. 17th is deadline for reservations to hold the tickets for the Nov. trip to Austin for Esthers Follies and the Dec. 18th trip to the Christmas Pops and Aldinos for dinner. Both events need a minimum of 40 participants.

3. The Veterans Day Program has the fliers and bookmarks made; invitations have been sent; and an article has appeared in the paper. Susan will review the aspect of veterans: people who benefit from service dogs and their handlers. FOL volunteers will be needed the day of the event to help with set-up and distribution of items.

**Old Business:** 1. So far 28 people have RSVPed for the Octoberfest. Another e-blast will be sent out by Debbie Neubauer. 2. Lacee is working on a Lifetime Member poster and pins. All other plans for the band (check to be written), food, and beverages have been made.

**New Business:** 1. Donna Harris is ordering the tea for the Christmas Tea on Dec. 7th. 2. The Big Give has a registration fee of $200, and the FOL will participate in March. It was noted at this point that the FOL still has one tax-free day for this year for the Book Nook. FOL will pursue the Minnie Piper Stevens grant. There then followed a brief discussion of Book and Author in relation to tradition and fund-raising.

**Calendar Review:** Nov. 26th is the date to decorate the two Christmas trees the FOL is responsible for.

**Adjournment:** The meeting was adjourned at 2:35 p.m.

Respectfully submitted,

Janice Weber, Committee Chairperson