Friends of the Bulverde Spring Branch Library
December 11, 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 and Karen Schmalz. Other members present were Jewel English, Donna Harris, Mary Catherine Cole, Jo Georgeff, Cornelia Beach, Susan Herr, and Sarah Sick. New member Jo Georgeff was welcomed.

Remarks: 1. A change in the board has taken place. Mabel Truman, our secretary, has moved to north Texas. Sarah Sick has agreed to be a board member and was welcomed. 2. The recent Book Nook sale sold over 900 books. 3. The Christmas Tea was very enjoyable, and the music made it a most relaxing atmosphere. Thanks to all who helped it be successful. 4. Esther’s Follies: the Bus Trip Committee was thanked for making the arrangements for the Austin excursion. 5. There will be an executive session following the general meeting to discuss the 2018 budget.

BARLD Report: Bev Lemes has informed Karen that Marmon Mok will have representatives present at the Annual Meeting.

Foundation: Cornelia Beach indicated one member has resigned and a replacement is being sought. The group would like to have a larger membership. Feb. 1 is the next meeting, and they will be working to complete the strategic plan.

Library Director’s Report: Susan Herr will currently be working a Sunday through Thursday schedule. Susan thanked those who worked on the Polar Express event. Over 200 people attended the event. Cookies and hot chocolate were served and the band that played at the tea also played for the Polar Express. Building information: Marmon Mok—ready to send out mail seeking sealed bids from approximately seven firms—with a hoped-for return date of approximately Jan. 11. The library is looking for a “owner’s representative” for inspections. Susan announced that the former HEB space is available to the library for use—3600 sq. ft. with approximately $6000 as one-time expense for a 2018-2019 time span. March is the predicted occupancy time for the former HEB space. The Capital Campaign is kicking off with a brochure that announces it. Additionally, grant-writing opportunities with the FOL will begin to be looked at.

Approval of November minutes: A motion was made by Clare Helminiak and seconded by Linda Quintero to accept the minutes as submitted. The minutes were approved.

Treasurer’s Report/Fundraising: Linda Quintero briefed the board on an error she had made in the March and April FOL fundraising totals. The Book and Author net proceeds are $7119.55 (not $7059. as previously reported), and the Market Day Basket sales in April should have been $549.65 rather than $248.56. Therefore, we have $60.55 more for the children’s area and
$301.09 more for the kitchen. Linda presented the Statement of Financial Position as of November 30, 2017. We have $124,225.81 in checking/savings/cash and $11,536.53 in sales inventory. We are almost out of cookbooks. Our liabilities include the State Farm Visa for $2722.75 and Sales Tax Payable of $259.20. Most of the Visa bill is for the two bus trips. The FOL has $43,338.54 in Board Designated Funds for the BSBL expansion and $15,000 in Operating Reserve. There is $60,811.79 in undesignated funds (includes the $11,536.53 in sales inventories). In Donor Designated Funds, we had $500 in contributions for the Butterfly Garden, bringing the total to $3622.87. There is still $980.56 from the Minnie Stevens Piper Foundation for concerts, crafts, and senior outreach programs, $26.63 for Summer Reading (Laura will spend this), and $10,000 for the Library Expansion Serenity Fountain. The FOL’s total Liabilities and Equity are $135,762.34. Linda will sign the organization up for the Big Give. The fee is $200.

Communications: None this month.

Committee Reports: Book Nook: Five members met to discuss the expansion and possible ways to reduce inventory. Feb. 2 is date for a $10, a bag sale. E-blasts may be used for specialized sales. Bus Trip Committee: The Christmas Pops bus trip will depart at 12:45 p.m. Sunday from The Home Depot—with a reminder note being sent out this week.

Old Business: 1. The Night Before Christmas program on Friday Dec. 22nd needs 4 people to help with cookies, beverages. 2. January 18 is the date for the Annual Meeting. Lasagna and salad makings will be the menu, with 5:45 p.m. being the approximate “Enter” time for the meeting. Information from Marmon Mok, possibly a video, and information about naming opportunities are proposed topics for the meeting. We will accept annual dues at the meeting.

New Business: None.

Calendar Review: The annual meeting will be Jan. 18th, beginning at 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. A new calendar for 2018—is in the offing—but everything is subject to change in time and location because of the expansion project.

Adjournment: The meeting was adjourned at 2:30 p.m.

Respectfully submitted,

Janice Weber, Committee Chairperson