BSBL Friends of the Library  
Board Meeting Minutes  
February 12, 2018

Call to Order: President Toni-Ann Salberta at 1:31p.m.

Roll Call: Present- Toni-Ann Salberta, Clare Helminiak, Anne-Marie Kimbell, Susan Shapiro, Linda Quintero, Jewell English, Mary Catherine Cole, Cornelia Beach, Bev Lemes, Susan Herr, Kathy Balesko, Donna Harris, and Janice Webber

Absent: Sarah Sick

Bulverde-Spring Branch Chamber of Commerce Community Guide ad – Discussion of funding ½ of ad in Community Guide for FOL, with library funding ½ also. The library will be the subject of an article in the Guide; the ad would be for FOL. Discussion of benefits of having ad (presence and membership information available to Chamber members). Susan Shapiro made a motion for FOL to fund ½ of the ad if the library funds the other half, and if the total does not exceed 595.00. Clare Helminiak seconded. Motion was approved.

Chamber Membership for FOL – Discussion of benefits; cost, meeting attendance, etc. Decision was made to table until we obtain more information on actual cost to FOL.

Volunteer Hours – Discussion of importance of reporting volunteer hours, and also discussion of process of reporting. Susan Herr will set up dedicated FOL email accounts for board members (BSBL.org) to simplify e-mail communications.

Volunteers – Toni-Ann requested clarification on whether volunteers need to be members of FOL to be on committees or help with a FOL event. Attending members prefer this to be the case, however, someone could be a library volunteer and not a FOL member. Discussion of new member process was held, including how new members are able to understand volunteer options and indicate their interest. New members fill out their interests on the membership form, are contacted by Karen Walker, and, if interested in working on a committee, are contacted by the respective chair. A suggestion was made to add any clarifying information possible to these new member forms to help new members feel less intimidated by the idea of committing to particular activities, even before being contacted.

Reports:

BARLD Report – (Bev Lemes) Expansion renovation contractor has been selected: Donald O’Haver, II from O’Haver Construction. Will meet him tomorrow to discuss and begin process of trying to lower fees, as all prices were higher than expected. The option exists to select another
contractor if they cannot lower the price any. The library will be using the annex in the old HEB center to move programming during the expansion. Construction date not yet determined. Not yet sure when Book Nook will need to move; probably a few weeks at least.

**Foundation Report** – (Cornelia Beach) The Foundation is moving along with strategic planning; two more formal sessions to go. They are also involved in sponsoring grant writing for the expansion and have submitted two so far: Kronkosky Charitable Foundation for RFID automated material handling ($145,000 requested), and LCRA ($25,000 requested) that we will match for water catchment system and irrigation. Will be more submitted. Stay home and read a book ball is another current project. Goal is $2000.00; already close to $5,000. They are also considering changing the name from the Foundation of the BSBL to the Foundation of the Bulverde Area Rural Library District.

**Library Directors Report** – (Susan Herr) Meeting with contractors coming up soon to discuss next steps.

**Minutes:** Linda moved to approve January FOL Board minutes; Clare seconded; Motion passed. January FOL Executive Session minutes were previously approved by e-mail and have been posted.

**Treasurers report:** (Linda Quintero)

Linda submitted the 2017 End-of-Year Financial Statement for the record. This is the official financial statement as prepared by Deviney CPA and will be posted on the website. There were no changes from the statement presented at the annual meeting. Linda also presented an executive summary of the January 2018 Financials with a comparison to December 2018. This is the new format that will be presented at Board meetings. It is the same information as the Statement of Financial Position but at the macro level. Copies of the Statement of Financial Position and January 2018 Statement of Activities were sent to the board prior to the meeting. No questions were raised on the financial statements.

2018 Budget – estimate – Linda will report quarterly. Book Page $324.00 is the only expense so far in February, and it is included in the 2018 budget. Linda paid the accountant bill $321.19 for the 2017 Financial Statement.

Linda had Toni-Ann sign the FOL Engagement Letters with Deviney CPA for the 2017 Form 990 EZ and the 2018 quarterly financial statements.

**New Business:**

1. **Thank you cards:** Linda requested board approval to purchase thank you cards for Big Give, but board voted to use same ones as last year.
2. **Big Give**: Date is March 22nd. Discussion of whether and how to focus the funds we hope to receive. Options discussed include audio visual equipment and children’s furniture. The total furnishings budget is 360,000. Susan will send a breakdown on the details of this and on the audio-visual equipment request so we can determine. Focus. We hope to do this by e-mail, so the details can be included in any Big Give marketing efforts.

3. **Update Form 802 with the state**– Linda suggested we update our periodic report for state) since it has been several years since we submitted a report. This report lists our registered agent, officers, etc. Currently Peggy Hamm is our registered agent, but the agent can also be a corporation. Linda proposed that the Foundation be the registered agent; we will table this until the Foundation has a chance to vote on the issue. They may also change the name of the Foundation.

4. **Communications** – Toni-Ann read letters received by the FOL: the first a letter from BSBL to thank for the $50,000 contribution to be used for campaign capital effort, specifically: $7307.29 for Children’s Area; $17,512.57 for meeting room kitchen; $180.14 to butterfly garden; $25,000 as undesignated. The second letter was from Bev Lemes for the annual meeting, and the third from Tempe Lyons, who was named volunteer of the year at the Annual Meeting.

**Committee Reports:**

**Book Nook** - (Linda Quintero) The committee sold more than $1800 of books/tote bags. They will have another bag sale when we know our “eviction” date. We have lots of bags left. Starting today all sale and children/juvenile/young adult books are priced at .10, and this will be ongoing for rest of year.

**Bus Trip Committee** – (Donna Harris) They have a trip scheduled for March to the Holocaust Museum; will include lunch and tour, and possibly a conversation with a survivor. April trip will be to the Botanical Gardens; the July trip will be to the Toyota plant. They will take two trips during holidays: one the Sunday after Thanksgiving to see the play “All is Calm” in San Antonio and have a brunch, and also possibly another holiday pops if they can get half-price tickets again. Next year they are trying to do a flambeau trip – takes lots of advance planning.

**Old Business:**

1. **Annual Meeting** - Not discussed.
2. **Big Give** – Linda wants someone to help with the Big Give; especially someone to help with social media. Need to get members aware of it, promote to our friends. Need to build awareness. Donna suggested that E-blasts and newsletter provide good info.
Calendar Review – No changes.

Adjournment: Motion made by Toni-Ann to adjourn the meeting; Anne-Marie seconded, Motion approved at 2:40 p.m.

2/19/18 Addendum: The Board later revisited the Thank-you card issue at the request of Toni-Ann who, after looking at the proposed cards, determined that the newer cards are nicer and more personal. By e-mail, Linda then made the motion the FOL should use the more personal Big Give thank you cards to send to Big Give donors vice the regular FOL logo cards. Clare seconded, and the motion was approved on 2/18/18.

Respectfully submitted,

Anne-Marie Kimbell, Secretary

A motion was made by Linda Quintero at the FOL Board Meeting on March 12, 2018 to accept the February 12, 2018 minutes as written. The motion was seconded by Susan Shapiro. All voted in favor of accepting the February minutes.

Sarah Sick, Co-Secretary

March 12, 2018