Friends of the Bulverde- Spring Branch Library

Board Meeting Minutes

April 9, 2018

Call to Order: President Toni-Ann Salberta called the meeting to order at 1:00 p.m.

Roll Call/Verify Quorum: A board quorum was verified by Sarah Sick. The following board members were present: Toni-Ann Salberta, Clare Helminiak, Linda Quintero, Susan Shapiro, and Sarah Sick. Absent was Anne-Marie Kimbell. Other members present were Donna Harris, Jeaniene Jolley, Jewel English, Mary Catherine Cole, Bev Lemes, Susan Herr, Cornelia Beach, and Janice Weber.

Opening Remarks: Toni-Ann Salberta, President, commended those who helped with the Great Decisions program this month and reminded everyone of the remaining upcoming dates in the spring portion of the program April 14th and April 26th. Toni-Ann also invited everyone present to the BSB Library ground-breaking ceremony to be held at 3:00 p.m. today.

BARLD Report: Bev Lemes also extended an invitation to all present to attend the BSB Library ground-breaking ceremony. She said they would be signing the construction contract with O’Haver Construction today. The actual start date of the construction is about a month away according to Bev. In the meantime, O’Haver will start the preliminary work to get ready for the construction. They are awaiting a permit from the city to begin the actual construction. Bev said the Capital Campaign is ongoing and the Louise Penny Fundraiser set for Friday, April 27th has twenty people signed up so far.

Foundation Report: Cornelia Beach and Susan Herr announced that Foundation board member Larry Sunn recently stepped down from his position on the board due to an abundance of other commitments. However, Cornelia was pleased to announce that Mary Suttle and Jenni Blackloc will be joining the foundation board.

Library Director’s Report: Susan Herr, library director, proudly announced that two of her staff, Bethanie Corder and Lacee Sowell, BSB Library Outreach and Marketing Specialist, recently attended the Texas Library Association conference in Dallas. Lacee’s submittal to the Texas Library Association detailed what she and her outreach group have done in our community with the library’s Biblio Techno Trekker. For her submittal the library received the TLA Texas Branding Iron Award for Community Engagement which is the TOP honor. Lacee Sowell and Bethanie Corder accepted the award in Dallas on April 5th at a formal presentation made during General Session II at the TLA Conference. Susan said things are being moved to the annex in anticipation of the start of construction and remarked that the art classes held there have gone very well. She said phasing of the expansion still needs to be worked out. Susan said hopefully the Book Nook will be able to stay in the main library with just some adjustments in regards to shelving and the amount of books. She couldn’t make a definite promise to Linda Quintero, Book Nook chairperson, but she’s working on the possibility of the Book Nook not having to move to the annex.
Approval of March Minutes: A motion was made by Linda Quintero and seconded by Claire Helminiak to accept the March minutes as written. All voted in favor of accepting the March minutes.

Treasurer’s Report/Fundraising: Linda Quintero went over the FOL Executive Financial Summary as of March 31, 2018. The FOL currently has $99,141.96 in Total Checking/Savings. Adding the total other current assets of $11,435.74 to the aforementioned checking/savings accounts, gives the FOL $110,577.70 in Total Assets. Total Liabilities were $1,118.99 which included the Visa bill for $749.14 and our Texas sales tax payable for $369.85 for the quarter. Available Cash amounted to $52,390.53. Linda also provided a Statement of Activities as of March 31, 2018 which showed a Net Income of $14,249.01. Linda reported the 2018 Big Give on March 22nd netted FOL $12,396.15 from 41 donors to help furnish the new teen area. She said FOL had $1,145 in online donations from 18 donors with 14 of the 18 donors paying the bank fees. Linda emphasized that it helped to have onsite FOL presence manning tables for the Big Give and she thanked those members who helped man the donation tables and write thank you notes to the donors. She gave a big “Thank You for an Awesome Job” to Bethanie Corder and Lacee Sowell for all their help with the Give Gab website and the eblasts that were sent out to all patrons and FOL members. With the Big Give donations, we now have $16,809.57 in board designated funds for the expansion. Linda Quintero also announced a donation of $5,000 from HEB Champions was given to the BSB Library’s Summer Reading Program. Linda also went over the quarterly budget. Our projected income was $50,657.00 and we have already earned $31,905.86. Most is this came from the Big Give, matching funds donations, and Book Nook sales. Our projected expenses were $50,657.00 and we have spent $58,552.44. Of that, $50,000 was from designated funds for the expansion, so, our regular expenses were only $8,552.44. We are doing well based on projected income and expense, and she does not anticipate any problems with paying our projected expenses. Linda will be forwarding the company file this week to Deviney CPA to prepare the 1st quarter financial statement. She is also working on the documents to submit to Deviney to prepare the 2017 tax return due May 15, 2018. The FOL Board must approve the return before submission. With so many new board members and Linda’s trip in June, she will ask Deviney to request an extension to allow sufficient time for preparation of the return and briefing to the board.

Communications – Linda Quintero commended Debbie Neubauer on her recent eblast explaining how electronic communications worked and suggested that everyone read it as it contained lots of helpful hints when using electronic communications.

Committee Reports:

Book and Author – Karen Schmalz, chairperson, was not present at today’s meeting. Sarah Sick, committee member and FOL secretary, made a motion that the FOL Board fund the $1,000 Honorarium to secure author Andrew Carrol to speak at our Book and Author event on Saturday, July 7th with the understanding that all proceeds from this event will go to the Bulverde Spring Branch Library expansion program. The motion was
seconded by Linda Quintero and all voted in favor of the motion. Cornelia Beach said the Foundation will contribute roughly $200 to help with this event, but will not be co-sponsoring this event. The FOL Board also agreed that since we are selling tickets for the event, it would be our second tax-free day.

**Book Nook** – Linda Quintero reported that the Book Nook had another good month. The Book Nook earned $1249.74 from book sales in March, $92.37 in note cards, $84.07 in tote bags, and $18.00 in cash donations. Linda and her group will meet with Susan Herr and discuss the possibility of the Book Nook remaining in the main library during construction.

**Excursions Committee** - Donna Harris reported the bus trip to San Antonio’s Botanical Gardens on April 10th has around 25 people signed up. Although they would like to have more participants, the trip is currently near a break even situation. If there happens to be a slight deficit in funds, Linda Quintero said the FOL Board did an email vote on April 3rd to cover the cost of the trip if the trip did not break even. Donna said the Botanical Gardens will provide a representative of the gardens to discuss with the group the updates and future updates that have been done to the gardens.

**Butterfly Garden** – Linda Quintero and Claire Helminiak announced that a $500 matching gift for the Butterfly Garden will be forthcoming.

**Great Decisions** – Linda Quintero said that Debbie Soelberg reported she did not receive a check from the Mammen Foundation this year for Great Decisions. It was learned today from Lori Mammen that Mammen Investments will fund Great Decisions this year.

**Hospitality Committee** - Linda Quintero announced that the FOL is actively seeking a replacement for Pat Haecker who has asked to be replaced as chairperson of the Hospitality Committee after a long tenure with the committee. The opening has been announced in the newsletter and in library eblasts.

**Veterans Day** – Jeaniene Jolley concurred that due to the upcoming construction the Veterans Day program usually hosted in November will not be held this year. However, our Book and Author event scheduled for July 7th has a patriotic theme and may be of interest to local veterans.

**Old Business:**

**The Minnie Stevens Piper Foundation Grant:** It was reported that Joyce Ellis of the Minnie Stevens Piper Foundation confirmed that the foundation has approved a $3,000 grant to assist in expenses for the Annex to continue adult programs during the expansion. The library received the check today.

**New Business:**

**Louise Penny Fundraiser** – Donna Harris confirmed Louise Penny Fundraiser is set for Friday, April 27th from 3:00 – 5:30 p.m. at the Annex. At the fundraiser the film
“Still Life,” based on Louise Penny’s first Detective Armand Gamache novel of the same name, will be shown and refreshments served in a French style bistro setting to about 40 people for a $25.00 minimum suggested donation which goes to the BSB Library’s Capital Campaign. So far about 20 people have signed up for the event.

**Big Give Date for Next Year** – Linda Quintero announced the date for next year’s Big Give will be March 28, 2019, and that because of the outpouring of donations through the Give Gab platform, credit card fees will be reduced next year.

**Adjournment:** A motion was made to adjourn by Linda Quintero and seconded by Clare Helminiak. The meeting adjourned at 1:50 p.m.

Respectfully submitted,

Sarah Sick, Secretary

A motion was made by Linda Quintero at the FOL Board Meeting on May 14, 2018 to accept the April 9, 2018 minutes as written. The motion was seconded by Susan Shapiro. All voted in favor of accepting the April minutes.

Sarah Sick, Secretary

May 14, 2018