Friends of the Bulverde Spring Branch Library

Board Meeting Minutes

May 14, 2018

Call to Order: President ToniAnn Salberta called the meeting to order at 1:01 p.m.

Roll Call/Verify Quorum: A board quorum was verified by Anne-Marie Kimbell. The following board members were present: Toni-Ann Salberta, Linda Quintero, Susan Shapiro, Sarah Sick, and Anne-Marie Kimbell. Absent was Clare Helminiak. Other members attending were Jewel English, Peggy Hamm, Donna Harris, Bev Lemes, Mary Catherine Cole, and Susan Herr. President Toni-Ann Salberta had to leave early, and Linda Quintero chaired the remainder of the meeting.

Opening Remarks: Toni-Ann Salberta commended those who helped make the Louise Penny Fundraiser a success; all who attended had a great time and enjoyed the food and the movie. Toni-Ann then led a discussion of whether or not to hold a June meeting due to board member conflicts. The decision was made to skip June, so the next FOL board meeting will be July 9.

BARLD Report: Bev Lemes said they will announce tonight who wins the naming rights raffle, and the name change will take place soon after. Will be (name) Family Public Library, depending on the winner. The BARLD is excited about the donations and about the expansion. The current contractor plan is for the expansion to take 12 months.

Foundation Report: Peggy Hamm said the foundation has now formally changed their name to The Foundation for the Bulverde Area Rural Library District. They will also keep the old name and will use both. The bank and the IRS will recognize both names. Peggy said they also are in need of additional board members – they currently have 7 but can have up to 15.

Library Directors Report: Susan Herr’s report highlighted Volunteer appreciation day, which was held, April 20 and the Still Life movie event, saying both were really wonderful. Expansion news: Construction has begun on a door in the hallway between meeting rooms B & C. Demolition will probably start Wed morning in the courtyard. Two trees are being taken out and stored at Susan’s house; those trees that remain will be protected by fencing; all else is going. Bricks, paving stones, etc. will be palletized for storage. Discussion of benefits of storing the spinner parts of the yard art separately, and a plan was made to store them at Susan’s house for safety. Back patio furniture still needs to be stored somewhere. A construction fence will block the courtyard and block off the flagpole circle; the dropbox will be moved near the walk-through gate. Patrons and staff are asked to not walk through the construction zones. Parking will be in front, losing only a couple of those spaces. About half of the lower parking lot will be gone. If parking in lower parking lot, patrons and staff will still be able to use the stairs and the hallway door (which will become the front entrance) and the back porch entrance. The front door will be blocked off until about the beginning of August. The Friends’ (hallway) door and back porch door will be main entrances for next couple of months. Diane DiSimone, the owners rep, resigned from the project and will not be replaced, however, Bev Lemes, Susan Herr, and ? will
take on her responsibilities. At the annex, things are pretty much up and running; the internet has been installed. Staff has had training on the vinyl cutting machine so will be able to make banners. Susan said that Kathy, Susan and Jewel do not have to move yet, and the circulation desk does not have to move until about October; also, the Book Nook doesn’t have to move until around then. However, it is possible that the circulation desk has to move to the Book Nook spot in October, so BN will need to move at that time. The library has received new staff desks and gave the old desks to the City of Poteet and their library. The shelves that the BN currently is using may be given to the Thrift store. Discussion was held of where those originally came from, consensus is that the library bought them from Borders. Middle shelves will have to go, and possibly the shelves on the wall.

**Approval of April minutes:** A motion was made by Linda Quintero and seconded by Susan Shapiro to accept the April minutes as written. All voted in favor of accepting the April minutes.

**Treasurer’s Report/Fundraising:** Linda Quintero presented the 1st Quarter Financial Statement from Deviney CPA with an invoice for $331.69 payment for board approval. Susan Shapiro, moved to approve; Sarah Sick seconded; and the motion carried. Our taxes are due May 15 but Deviney submitted a request for an extension and the IRS acknowledged receipt of the request. We should receive a letter from the IRS providing extension to November 15, 2018. Linda presented the April Executive Financial Summary which shows current assets of $108,718.62. There is $21,950.43 in board designated funds for the library expansion. We also received $3000.00 from the Minnie Stevens Piper Foundation for utilities and other expenses at the annex. Since the library pays for the utilities on autopay, the FOL will reimburse library on a quarterly basis. Donor designated funds for the Butterfly Garden and Serenity Garden (Susan Herr suggested will call the whole thing the Serenity Garden) remain the same. Our sales inventory is $11,363.36 and total assets are $120,081.98. Liabilities include the Visa bill for $828.60 and $138.39 in sales tax payable. The FOL has $119,114.99 in net assets with $53,978.33 in available cash. Linda received an internal audit checklist from Clare Helminiak and will customize to the FOL. Her goal is to have the internal audit completed by end of August 2018. She is leaving June 5-19 for vacation.

Donna had questions about designated funds which Linda clarified. Funds earned from the Still Life event ($4030.00) are included in the board designated funds for the expansion. Susan Herr is keeping track of donations specifically to recognize people who give specifically to the expansion. She is working with Linda and the Foundation treasurer Peggy Hamm to maintain a Major Donor Database. The Capital Campaign committee will meet to ensure they are keeping appropriate track and also account for previous donors.

**Communications** – Linda Quintero said we received a card from Betty Kramer thanking us for Still Life event and the work the library does; Betty also gave an additional donation.

**Committee Reports:** submitted reports were included with the FOL meeting agenda.

**Old Business:** (none)

**New Business:**
Book & Author event: Andrew Carroll – Sarah Sick reported that they looked at the BSBAC Activity Center and determined it will definitely work for this next event. Kitchen/parking/room for sponsor tables all sufficient to meet the needs of the event. Mary Lou is working on the letter to HEB for food. Donna Harris reported that Synergy FCU will donate to this in lieu of the Veterans Day event for 2018. Publicity will begin soon; since we are not having a June meeting, the committee will need to request by e-mail. Goal is 200 attendees (max for BSBAC facility); the event is planned for Saturday, July 7 at 3 p.m. Bev Lemes pointed out that USAA has a lot of military members in our area and suggested the committee might want to ask them to put up a flier in their building.

Chamber Ribbon Cutting: As new Chamber members, we are expected to all be present for a Ribbon Cutting; Date TBD by FOL BOD; tentatively scheduled for the July 9 board meeting.

Storing furniture for BSBL – Linda Q. reported the FOL did purchase this outdoor furniture and the cushions for the library. Susan Herr offered to bring trailer and make deliveries to member yards to store at Susan Herr, Peggy & Donna’s houses. Susan Herr will coordinate.

Proposal by Synergy Federal Credit Union: Donna Harris reported she did not receive the proposal she planned to present, but Synergy FCU has expressed interested in partnering with us for a guaranteed annual donation. They have verbally proposed that we would provide interested people (names) as potential members of the FCU (they would receive a list of potential members from us (FOL members) and in turn, they will allow FOL members to become members. Discussion was held about not providing them names, but rather us providing information to our members about membership. They would give us a donation, but amount is not yet known. They normally give 250 for Veterans Day event but Donna expects this would be a different amount. Further discussion will be held when Donna receives the written proposal.

Calendar Review – completed.

Adjournment – Meeting was adjourned at 2:05

Respectfully submitted,
Anne-Marie Kimbell, Secretary

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

Sarah Sick, Secretary
August 14, 2018