Call to Order:  Treasurer Linda Quintero called the meeting to order at 1:00 p.m.

Roll Call/Verify Quorum:  A board quorum was verified by Linda Quintero with Anne-Marie Kimbell, Sarah Sick, and Susan Shapiro. The following board members were present: Anne-Marie Kimbell, Linda Quintero, Susan Shapiro, and Sarah Sick. Absent was Claire Helminiak. Other FOL members present were Jewel English, Mary Catherine Cole, Bev Lemes, Susan Herr, Cornelia Beach, Peggy Hamm, Kathy Balasko, and Patti Akkola.

Introduction of New Members:  New FOL members attending today’s meeting were Kathy Balasko and Patti Akkola. Both expressed an interest in becoming more active FOL members.

Opening Remarks:  Linda Quintero announced the resignation of the FOL Board President, Toni-Ann Salberta, who is moving to New York City this week. Linda mentioned the Board members all contributed towards an Amazon gift card for Toni-Ann as a parting gift. In addition, Linda Quintero announced the FOL Board Vice-President, Clare Helminiak, will fill in as Acting President in Toni-Ann’s absence through the FOL Annual Meeting in January, 2019.

BARLD Report:  Bev Lemes announced how pleased BARLD is with the choice of O’Haver as the general contractor for the library expansion project currently underway. Bev also reported that BARLD received a note from a library card holder praising library director, Susan Herr, for her organizational skills and efforts during the expansion construction. Bev said BARLD is in the preliminary planning of a Grand Opening Ceremony once the expansion is completed set for some time in September, 2019. They are currently looking for members to serve on a Grand Opening committee.

Foundation Report:  Cornelia Beach was pleased to announce the Foundation has two new board members Patti Akkola and Sam Mammen. Cornelia reminded everyone of the Reliance Realty Wine and Cheese Event to be held at the library on Wednesday, August 15th from 5:00 – 7:00 p.m. She said the event will include a silent auction. The library staff will also be issuing library cards to new members that night. Cornelia said the Foundation is planning a series of Round Table discussions reference the future of the library particularly the direction in which they feel it should be heading. They are looking for roughly 12 participants on this Round Table panel. The first Round Table discussion will be held September 20th with the topic being “Children’s Needs.” Cornelia emphasized the Foundation is open to ideas for other discussion topics or focal points.

Library Director’s Report:  Susan Herr, library director, in an update on the expansion construction announced that by the end of this month or by the first of September the front entrance to the library will be open to the public. She also said a new parking pad
will be poured in the very near future. A temporary ramp for handicap entrances is being planned. Construction seems to be about a month behind with the completion possibly being in June rather than May. However, O’Haver seems to be well ahead of their August completion obligation. Susan also mentioned the library’s programming numbers were down this summer, possibly due to the construction. One program of note that faced a decrease in the number of participants was the Summer Reading Program. Susan Herr was pleased to announce the hiring of Lena Smith as a Children’s Program Coordinator and Montana Rindahl as the Children’s Librarian. They will start their new positions August 27th. Susan also said the library is in need of another circulation clerk. This will be a part-time position. Susan Herr reported she is currently working on compilation of the Capital Campaign numbers. The total will include $400,000.00 coming from the Mammen Foundation. She thanked the FOL for their generosity. The FOL donated $50,000.00 towards the kitchen expansion for the “big items” needed in the new kitchen as well as naming rights. Clarification was needed as to whether this $50,000.00 was to be used for small items such as plates, pot holders, dish cloths etc. It was decided the $50,000.00 would not include the purchase of small kitchen gadgets or utensils. Those things would be covered by a Kitchen Shower event to be planned at a later date.

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

Treasurer’s Report/Fundraising:

Approval of 2017 Form 990 EZ – Prior to today’s meeting board members Linda Quintero, Anne-Marie Kimbell, Sarah Sick, and Clare Helminiak reviewed the 2017 Form 990 EZ. Rather than vote to approve the form, Linda Quintero suggested the vote be postponed until board member Susan Shapiro gets a chance to review it.

Approval of 2nd Quarter Financials – The 2nd Quarter FOL Financial Statements for the six months ended June 30, 2018 prepared by Deviney CPA were sent prior to this meeting to FOL members and board members via email for them to review. A motion was made by Anne-Marie Kimbell to approve the Invoice from Deviney CPA in the amount of $330.27 for the cost of compiling the 2nd Quarter Financial Statements for the FOL and to approve the 2nd Quarter Financial Statements as written. The motion was seconded by Susan Shapiro. All board members present voted in favor of the motion.

Linda Quintero went over the FOL Statement of Financial Position as of July 31, 2018. The FOL currently has $115,391.28 in Total Checking/Savings. Adding the total other current assets of $11,166.56 to the aforementioned checking/savings accounts, gives the FOL $126,557.84 in Total Assets. Total Liabilities were $1,784.32 which included the Visa bill for $1,681.03 and our Texas sales tax payable of $103.29. There is $25,901.57 in board designated funds and $11,100.00 in donor designated funds for the expansion. Linda noted she changed the name of one designated account to the Library Expansion and Serenity Garden. Available Cash amounted to $56,104.76. Linda reported our biggest expenses were the Library Annex Support ($1,822.24),
author Andrew Carroll’s travel expenses for the Book and Author Event in July ($967.90), and the cost of the Great Decisions books ($587.51). Books for Great Decisions cost $20.00 each. Debbie Soelberg suggested selling them half price ($10.00) to get rid of them since the Great Decisions program is half over. Linda noted she changed the name of one account to the Library Expansion and Serenity Garden.

Linda also provided a **Statement of Activities** as of July 31, 2018 which showed a **Net Income of -$1,986.29.** We are doing well based on projected income and expense, and she does not anticipate any problems with paying our projected expenses.

A motion was made to approve financials by Sarah Sick and seconded by Anne-Marie Kimbell. All voted in favor of accepting the July financials.

**Communications** – Linda Quintero said the FOL received a thank you note from Chapman University’s Center for American War Letters for the $1,000.00 donation we made to their center. This was the Honorarium we donated to acquire Andrew Carroll, the author who spoke at our recent Book and Author Event in July.

**Committee Reports:**

**Electronic Communications** - Linda Quintero reported Debbie Neubauer who is currently the electronic communications person for FOL (Constant Contact – FOL Newsletters, Eblasts - reminders for volunteer hours, events, committee report deadlines, etc.) would like to step down from this position because she is so busy with her role as trustee treasurer. Linda Quintero said the board will be actively looking for an FOL member to take this communications position. In the meantime, Linda Quintero will fill in as needed.

**Book and Author** – Karen Schmalz, chairperson, was not present at today’s meeting.

**Book Nook** – Linda Quintero reported the new furniture for the Book Nook which will include shelving on wheels will cost between $15,000-$20,000. Cost will depend on what type of shelving material is used, wood or laminate.

**Excursions Committee** - Donna Harris, chairperson, was not present at today’s meeting.

**Butterfly Garden** – on hold

**Great Decisions** – Debbie Soelberg reported that due to the Annex being the venue for the August and September Great Decisions, the type of food contributions will be a little different. Food will be more finger food varieties – sandwiches, chips, cookies, brownies – due to a lack of counter space in the Annex kitchen. Debbie said a table will be set up in the meeting room to hold the food. Beverages will be set up on the small counter in the kitchen area. Because of such a small kitchen, donated food should come already prepared and that includes sandwiches. Jessica McAnelly the Hospitality chairperson has been made aware of the Annex’s limitations.
Hospitality Committee – Jessica McAnelly, chairperson, was not present at today’s meeting.

Veterans Day – on hold

Old Business:

None to discuss

New Business:

Book Lover’s Calendar – Linda Quintero asked that the FOL Board fund the purchase of 60 Book Lover’s Calendars to be given as gifts for Lifetime FOL members with any extras to be sold for $10.00 each.

Anne-Marie Kimbell made the motion that the FOL fund the cost of the 60 Book Lover’s Calendars. Susan Shapiro seconded the motion. All voted in favor of the motion.

Internal Audit Committee – Linda Quintero made a motion that a committee of FOL members be formed to do an internal audit of our financial records. The committee is to consist of Karen Schmalz, Peggy Hamm, Kathy Balasko, and MaryLu Zellers, all of whom have agreed to serve. Anne-Marie Kimbell seconded the motion. All voted in favor of the motion.

FOL Name Change – Last month the Board approved changing our name to the Friends of Bulverde Area Rural Library and obtaining membership approval at our annual meeting in January, 2019. Linda Quintero made a motion that the approval of the FOL name change from Friends of the Bulverde Spring Branch Library to Friends of Bulverde Area Rural Library District be sent out electronically by email to the membership in October for a vote. This will allow us to complete the paperwork before the end of the year and show the change on our 2018 Form 990 EZ. This motion was seconded by Anne-Marie Kimbell. All voted in favor of the motion.

Membership approval must be 20% or higher to proceed. Linda pointed out that once the membership approved the name change, then the state must give their approval. Only then can a change be made in the by-laws to reflect this name change.

Registered Agent Removal – At Peggy Hamm’s request, Linda Quintero made a motion that Peggy Hamm be removed as a registered agent of the FOL and the Foundation of the Bulverde Area Rural Library District take on that role. The Foundation will get their board’s approval at their next meeting in September. Anne-Marie Kimbell seconded the motion. All voted in favor of the motion.

Board Appoints Kathy Balasko to the Board - Linda Quintero made a motion to appoint Kathy Balasko to the FOL Board to fulfill former board member Toni-Ann Salberta’s remaining 2 years 4 months term. The motion was seconded by Sarah Sick. All voted in favor of the motion.
**Library Staff Appreciation Dinner** – The FOL Board will ask Jessica McAnelly and the Hospitality Committee to coordinate the food for the upcoming Library Staff Appreciation Dinner to be held at the library on Thursday, September 13th during their regular staff meeting time slot. Book Nook coupons worth $5.00 each will be given to each staff member. Details to be worked out in a follow up discussion.

**October FOL Board Meeting Date** – Due to the closure of the library on Monday, October 8th for Columbus Day, the FOL Board meeting will be held on Monday, October 15th at 1:00 p.m. in the library.

**Adjournment:** A motion was made to adjourn by Linda Quintero and seconded by Sarah Sick. The meeting adjourned at 2:19 p.m.

Respectfully submitted,

Sarah Sick, Secretary

A motion was made by Linda Quintero at the FOL Board Meeting on September 10, 2018 to accept the August 13, 2018 minutes with a revision to the date of Reliance Realty Open House Event from February 15, 2018 to August 15, 2018. The motion was seconded by Anne-Marie Kimbell. All voted in favor of accepting the August minutes.

Sarah Sick, Secretary

September 10, 2018