Friends of the Bulverde- Spring Branch Library

Board Meeting Minutes

September 10, 2018

Call to Order: President Clare Helminiak called the meeting to order at 1:00 p.m.

Roll Call/Verify Quorum: A board quorum was verified by Clare Helminiak with all board members present at today’s meeting. The board members in attendance were: Clare Helminiak, Kathy Balasko, Anne-Marie Kimbell, Linda Quintero, Susan Shapiro, and Sarah Sick. Other FOL members present included Jewel English, Bev Lemes, Susan Herr, Cornelia Beach, Peggy Hamm, Karen Schmalz, Donna Harris, Deborah Halsted, Suzanne Kratz, and Mary Catherine Cole.

Introduction of New Members: New FOL members attending today’s meeting were Deborah Halsted and Suzanne Kratz. Both expressed an interest in becoming more active FOL members.

Opening Remarks: Clare Helminiak introduced herself as the new FOL Board president, replacing Toni-Ann Salberta who recently relocated to New York City.

BARLD Report: Bev Lemes stated the current rainy weather is slowing down the expansion construction a bit. Three people on the BARLD Board of Trustees will complete their term in 2018. All three, Kathleen Banse, Donna Harris, and Lori Mammen, submitted the paperwork to run again for the board. Since three people are running for three positions, there will not be an election in November. Bev also announced the board will be working on policy at tonight’s meeting.

Foundation Report: 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 have 12 participants for their first Round Table panel discussion to be held September 20th with the topic being “Children & Education” with emphasis on how the library can be actively and beneficially involved in children’s education. Cornelia stated the Foundation is open to ideas for other discussion topics or focal points. Two round table discussion topic suggestions offered by board members were special needs individuals and seniors.

Library Director’s Report: Susan Herr, library director, announced she will be in a meeting with the O’Haver contractors at 3:30 p.m. today to discuss the construction schedule and any possible effects the current rainy weather may be having on the expansion timeline. On September 27th at 1:00 p.m. Susan has a meeting with Denelle Wrightson, furniture consultant. One point of discussion will be whether or not the Book Nook will remain where it is as space will be limited for a while. Susan also noted that because of limited available space in the near future, FOL Board meetings may have to be held in the Annex. Susan said the RFID tagging is proceeding well and they are hoping to be done by mid-October. She also announced that two grants were recently applied for – one to McKenna Foundation through
BARLD for $100,000 for audio visual equipment in all meeting spaces in the library and for digital signage around the library and the other to the Hancher Foundation for $40,000 for furniture for the children and teen areas of the library.

**Approval of August Minutes:** A motion was made by Linda Quintero to accept the August 13, 2018 minutes with a revision as 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.

**Treasurer’s Report:** Linda Quintero went over the FOL Executive Financial Summary of our financial position as of August 31, 2018. The FOL currently has $115,959.97 in Total Checking/Savings. With the inventory value of $11,118.24 to the aforementioned checking/savings accounts, our total assets are **$127,078.21** in Total Assets. Total Liabilities were **$301.44** which included the Visa bill for $89.16 and sales tax payable of $212.28. There is $26,363.63 in board designated funds and $11,200.00 in donor designated funds for the expansion. There is also $15,000.00 in operating reserve, $4822.87 in donor designated funds for the Butterfly Garden, and $1,177.76 in donor designated funds for the library annex. **Available Cash** amounted to **$57,094.27**. Linda also provided a Statement of Activities as of August 31, 2018 which showed a **Net Income of $2,003.25**. A motion was made to approve financials by Clare Helminiak and seconded by Anne-Marie Kimbell. All voted in favor of accepting the August financials.

**Communications** – Ray and Sarah Sick received a thank you note from Kerri Hudson with Reliant Residential Realty for the wine basket they donated for the Reliant Open House event at the library on August 15th which Ms. Hudson bid on and won. She said they are spreading the word of the library’s expansion and its many attributes to their customers.

**Committee Reports:**

**Book and Author** – Karen Schmalz, chairperson, had nothing new to share.

**Book Nook** – Linda Quintero reported Charlotte Trussell made a new display rack for the beautiful new notecards they are now selling and the sales are going extremely well. The group is thinking of holding another bag sale to reduce inventory prior to moving to a new temporary Book Nook location due to the construction.

**Butterfly Garden** – Clare Helminiak, committee co-chairperson, put in a request with her Comal County Master Gardeners group for a line item of $1,500 in their budget for plants for the library. She also said the Master Gardeners are interested in our rain-catchment cistern system as they will possibly support a second cistern for the library. The group is also wanting to know when the contractor will let them put in the trees in the landscaping. Tree planting will possibly take place in the fall/winter months.
**Excursions Committee** - Donna Harris, chairperson, announced two future bus trips. The first is scheduled for the Sunday after Thanksgiving (November 25th) to the San Antonio Playhouse for the “All Is Calm” performance. The group is still working on a venue for dinner. The second trip is to the Holiday Pops at the Tobin Center for Performing Arts in San Antonio the afternoon of December 16th. Tickets for both venues have already been purchased, with the Pops tickets ½ off the retail price. The group will meet the first week of October to iron out all the details for both trips.

**Great Decisions** – Debbie Soelberg, chairperson, was not present today.

**Hospitality Committee** – Jessica McAnelly has stepped down as chairperson of this committee but will still be a part of the committee. FOL is searching for a chairperson for this committee.

**S.T.A.G.E.** – Linda Quintero, chairperson, said that tickets for the S.T.A.G.E. performance “Ring of Fire” on October 4th to benefit the library are on sale now. Linda said there are 40 tickets here for sale, 40 tickets at the Annex for sale, and 40 tickets available online through evite. S.T.A.G.E. has 50 tickets available for sale. Tickets are $20 each. All proceeds will benefit the library expansion.

**Veterans Day** – on hold due to construction

**Electronics Communication, Membership, and New Member Outreach** chairpersons were not present at today’s meeting.

**Old Business:**

**Name Change** – In July the FOL Board approved changing our name to the Friends of Bulverde Area Rural Library District and obtaining membership approval of this change. Voting by ballot and electronic voting through email will be offered to members the week of the October 15th FOL Board meeting. A notice will be sent out 15 days prior to the vote. 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.

**New Business:**

**Internal Audit Committee** – Linda Quintero said the committee’s goal is to complete their audit by the end of this month. The committee consists of Karen Schmalz, Peggy Hamm, Kathy Balasko, and Mary Lu Zellers. No date for a meeting is set at this time.

**Library Fiesta Medals** – Donna Harris, excursion committee chairperson, asked for $1,000 from FOL to buy at least 300 Fiesta Medals with the library’s logo to use in conjunction with a library bus trip to a Fiesta Parade in the spring. Each person signing up for the bus trip will receive a medal. The cost of the medal will be included in the cost of the bus ticket. Also, Susan Herr will use about 150-200 of the medals to distribute at expansion completion projects and events. Any remaining medals can be sold as a fundraiser. Medals will have
the library’s new name but no date. Heart of Texas is the company which will make the medals. Linda Quintero made a motion that FOL allocate $1,000 for the purchase of Fiesta medals. The motion was seconded by Anne-Marie Kimbell. All voted in favor of the motion.

Nominating Committee Comments – Peggy Hamm said the committee invited people to come by today to familiarize themselves with the workings of the FOL Board. Deborah Halsted and Suzanne Kratz attended today’s meeting. Peggy stressed that board members are required to attend board meetings and events, library sponsored functions, be a user of the library and an advocate of the library, and serve on at least one committee. Donna Harris said the committee will present names of persons interested in board positions in December along with a brief bio of each.

Email Approval of 2017 Form /990 EZ – On August 15th FOL Board members Linda Quintero, Anne-Marie Kimbell, Sarah Sick, Susan Shapiro, and Clare Helminiak approved the 2017 Form 990 EZ with an email vote. Clare Helminiak signed the form for Deviney to efile the Form 990 EZ and it was submitted electronically to the IRS on August 21st and the IRS acknowledged receipt. The invoice from Deviney CPA to prepare the taxes was $659.78 which will be paid on September 10.

Registered Agent for BARLD – At Peggy Hamm’s request, Linda Quintero made a motion that the FOL Board be the registered agent for Foundation of the Bulverde Area Rural Library District. Susan Shapiro seconded the motion. All voted in favor of the motion.

Staff Appreciation Dinner – The Staff Appreciation Dinner will be held at the library on Monday, October 8th when the library is closed to the public for Columbus Day. Book Nook coupons worth $5.00 each will be given to each staff member. The meal will consist of salads, baked potatoes with various toppings, and desserts.

Public Relations Info on the Library – Lori Mammen would like the BARLD to set up a public relations committee to disseminate information about the library. As ambassadors of the library we need to let people know about the programs available at the library and be able to answer any questions others may have about the library, how it is funded, and its role in our community. The FOL will probably asked to participate on this committee.

Octoberfest – A possible date for the Octoberfest was discussed with a tentative date set for Saturday, October 20th. The event will be held in the FOL parking lot here at the library. Donna Harris will check to see if the band we used the last two years was available. She will also check on the sausage from Kielbasa. Karen Schmalz will check on the beer from her brother’s brewery. Linda Quintero will send out a list of things that need to be done and recruit volunteers for the event.

Adjournment: A motion was made to adjourn by Clare Helminiak and seconded by Sarah Sick. The meeting adjourned at 2:53 p.m.

Respectfully submitted,

Sarah Sick, Secretary
A motion was made by Linda Quintero at the FOL Board Meeting on October 15, 2018 to accept the September 10, 2018 minutes as written. The motion was seconded by Susan Shapiro. All voted in favor of accepting the September minutes.

Sarah Sick, Secretary
October 15, 2018