

Little Elm Friends of the Library
December 21, 2017 ~ 7:00 pm
Little Elm Library ~ Regular Monthly Meeting

Note: Non-board members are encouraged to participate in all discussions and may vote on all issues except for those approving expenditures and board appointments. Visitors are encouraged to participate in discussions but may not vote.

Attendance:

Board members present: Michel Hambrick (President), Jen Morick (Vice President), Joe Deaver (Treasurer), Diana Russell (Secretary), Linda Downey (At-large)

Board appointees present: Lynn Hidell (Membership), Erin Mudie (Public Relations), Claudia Stooksberry (Trivia)

The meeting was called to order by Michel Hambrick, President, at 7:00 pm.

Minutes (Diana Russell): The minutes of the November meeting were sent in advance via email and copies were available at the meeting.

Motion by Michel Hambrick to approve the November minutes.

Second & Vote: Motion carried.

Book Sales (Linda Downey): Amazon book sales have hit the \$700 mark. We are over half full in the storage unit. After Trivia is over, we will need to start thinking about a book sale date.

Membership (Lynn Hidell): Membership renewals were sent out this month. Reminder renewals were mailed to two members that didn't respond in June, as well as to all members that are due to renew in December. Three of these members have already mailed in their forms and money. I am pleased to announce that Roebken, Sepper and Topor have renewed. (During the meeting two more renewals were received.) Membership is at 61, which includes renewals sent but not yet received.

In January, letters will be mailed inviting potential new members to join the FOL organization. Please furnish me with anyone you would like to receive a form or contact them yourselves. Personally reaching out to friends is the best way to gain their support and membership.

Literacy (Jen Morick): Literacy is requesting a motion and vote for approval of an amount not to exceed \$400 for Level 2 books to be purchased before the end of December in order to take advantage of free shipping:

10 student phonics @ 10.00 = \$100.00	11 skill books @ 9.40 = \$103.40
11 workbooks @ 8.40 = \$92.40	19 More Stories @ 5.60 = \$106.40
Total = \$402.20	25% discount = \$100.55
	Adjusted charge = \$301.65

Literacy has scheduled two days of additional testing before classes restart in January – Jan. 2 and Jan. 6. Jan. 2 is in the early evening, and Jan. 6 is on Saturday morning. Both sessions will be held in the library program room.

Motion by Erin Mudie to approve up to \$400 for Level 2 books

Second & Vote: Motion carried.

Library (Lynette Roberson): Library Assistant Patti Carter starts Wednesday, December 20th. She comes with public library experience as well as other experience from academic institutions. We're excited to have her on board.

A list of 30 Trivia Night books was emailed to Claudia 12/13/17, and the books were ordered 12/19/17. The total was just over \$ 500; I will verify the final amount after we receive invoice, in case discount are applied.

Lynette Roberson accepted the nomination as President-Elect of the Public Library Administrators of North Texas (PLANT); her two year term begins January 2018.

Lynette Roberson is on the Town's Safety Committee, and is conducting safety training with library staff She is also drafting an emergency preparedness guide for library staff which will also be shared with other departments.

The library's transition to a single server virtual desktop infrastructure (VDI) for its public computers is complete, but additional network upgrades are required; the Town's IT department is handling.

Directors & Officers Insurance: Michel has gotten some quotes for this. We'll have to decide how much liability coverage we need. Erin Mudie is checking with another source for this that may be better for 501(c)3 organization coverage.

Events Coverage Insurance: We are waiting for more information on this.

Bylaws Revision (Diana Russell): Attached is a more detailed explanation of the three areas remaining for discussion and approval before the final bylaws can be voted on. These were emailed to everyone in advance and discussed in the meeting.

(1) Article V. Section A. Currently the seven board voting positions are President, Vice President, Secretary, Treasurer plus three at-large positions. This means that not everyone who is in a leadership position for the FOL has a right to vote on issues.

Discussion determined that the positions listed in the proposed revision should be reduced from 14 to 13 because only the Trivia Director should be in an elected position. The question arose about a situation of two people in a position together (i.e., co-treasurers, co-trivia coordinators, etc.). There is no provision for this. Each voting position is designated as one individual, and anyone else in that position would be an assistant--but there is no restriction against them working together and dividing the duties equally.

Motion by Diana Russell that the committee proposal of a board consisting of four administrative officers and 13 board directors be approved.

Second & Vote: Motion carried (with one "nay" vote).

(2) Article VI. The issue is whether to trim the job descriptions in order to allow easier modifications and require separate documents for job descriptions. The committee pointed out that requiring separate job descriptions has not worked in the past because very few if any were actually written by incumbents even when requested repeatedly. The job descriptions in the proposal are lists of what someone in that position would be expected to do--not specific instructions on how to do the job.

Motion by Diana Russell that the proposed job descriptions be approved.

Second & Vote: Motion carried.

(3) Article VIII. Section C: The committee proposed leaving the meeting quorum at four (with at least one having to be an administrative officer) even with the increased

number of board members because we were concerned about unfilled positions counting in determination of quorum and the possibility of having to cancel meetings during particularly busy seasons. It was suggested that we solve these issues by (1) stating the quorum as a majority of the filled positions, and (2) adopting a procedure for proxy votes.

Motion by Michel Hambrick to designate a quorum is the majority of filled positions and to include provisions for proxy voting.

Second & Vote: Motion carried.

Diana Russell said she will ask the committee to draft a separate paragraph under voting procedures and email it to everyone for editing/opinions, then it will need to be voted on separately when the bylaws are presented for approval in the January meeting.

Trivia (Claudia Stooksberry): The next trivia committee meetings are scheduled for Wed, Jan. 10, and for Wednesday, Feb. 7 at 6:30 pm at the library, and trivia is scheduled for Tuesday, Feb. 27.

Erin Mudie is applying to add trivia to announcements on the electric sign in addition to publicizing the event. It would help to have a budget for publicity boosts on search websites.

Motion was made by Claudia Stooksberry to allow up to \$35 for trivia publicity boosts.

Second & Vote: Motion carried.

Motion for Adjournment: Motion was made by Jen Morick for adjournment.

Second & Vote: Motion carried. Meeting adjourned 8:10 pm.

Next regular FOL meeting: 7 pm on Thursday, January 18, 2018 at the library.

I certify the above minutes to be an accurate and complete summary of the minutes as approved on this date.

Diana Russell, Secretary

Date

Michel Hambrick, President

Date

Bylaws Areas for Discussion Before Vote at Meeting on 12/21/2017

Font color key: Black=suggested change, blue=committee clarification, red=secretary notes.

Procedure:

Each paragraph will be considered and voted on separately. Any written responses from members who cannot be present will be read aloud and considered before a vote is taken.

1. (Article V. Section A.) It has been suggested that board member positions, and their descriptions, should stay the same as set forth under the 2013 bylaws. Not everyone who is doing a job for the FOL should have a right to vote as a board member. He thinks that seven seems about right for an organization our size and that more than seven is too “top heavy” and inefficient.

Reason for committee proposal on board member positions: Since Robert’s Rules does not limit the number of board members we can have, the committee felt that all of those who are actively responsible for each of the main areas of operation and the coordinator for each major fund-raising operation should have a voice in FOL matters. If you agree with this concept, please review these closely and tell us if there are any individual positions you believe should not be on the board. **We can vote on any positions that are in question—it doesn’t have to be an “all or none” vote.**

2. (Article VI) It has been suggested that the job descriptions in the bylaws likely need to be broader to allow easier modifications as time goes by. We would typically have separate documents with detailed job descriptions that aren't locked in by a rigid document.

Reason for committee proposal on job descriptions: In the past few years, we have requested but have not received such separate documents with detailed job descriptions for most of the jobs. We believe the descriptions we have provided set forth areas of responsibility that are reasonable for those particular jobs. In addition, Section A of Article VI gives the board authority to amend job descriptions. **We can vote on any descriptions you think should be changed at this point on condition that you state what exactly needs to be changed—it doesn’t have to be an “all or none” vote.**

Note: Even if the board members stay as they are (Pres, VP, sec, treas & 4 at-large), the job descriptions need to be voted on since they would be appointees rather than elected officers.

3. (Article VIII, Section C) It has been suggested that it would be prudent for a meeting quorum to be one more than half the number of board members. The current proposal lists 13 board members, which would be a quorum of 7. If the board voted in paragraph 1 to keep the board officers the same as they have been, then this will be a moot point since four is a majority of 7 board members.

If the board voted in paragraph 1 to approve the committee’s proposed recommended changes to the officers/ directors, then we will need to vote on the number for the quorum since the question would apply.

Reason for committee proposal for a quorum of four (and at least one of the four has to be an administrative officer): Roberts Rules specifically state a quorum can be fewer does not have to be a majority of those qualified to vote. There have been (rare) occasional meetings in the past few years where we could not conduct routine FOL business at a meeting because not enough of the members present were officially on the board. This is why we elected to propose that the quorum remain at four.