

Little Elm Friends of the Library
November 16, 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), Sandi Sabonis (At-large)

Library Manager: Lynette Roberson

Members present: Erica Rios, Luis Rios

Board appointees present: Lynn Hidell (membership), Tony Luton (Scholarships), Erin Mudie (Public Relations), Claudia Stooksberry (co-treasurer)

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

Minutes (Jen Morick): The minutes of the October meeting were sent in advance via email and copies were distributed at the meeting.

Motion by Sandi Sabonis to approve the October minutes.

Second & Vote: Motion carried.

Book Sales (Linda Downey): Amazon book sales to date - \$470.19. We have finally received collectible bookseller status. We have 88 books listed for sale with another 60 books to be listed.

Thank You to Cathy Wood: After discussion, it was decided that we will set a date after trivia to express our appreciation to Cathy.

Directors & Officers Insurance: Joe Deaver has provided the financial information needed, and Michel Hambrick is getting bids for our consideration.

Bylaws Review Project (Diana Russell): Draft bylaws amendment and current bylaws were sent via email to all meeting regular attendees and paper copies were distributed at the November meeting. The committee has fulfilled all steps required by the current bylaws.

(1) Does anyone have any major issues with the proposed bylaws that will require a separate meeting for discussion or does everyone "primarily agree" with the bylaws except for some smaller issues that can possibly be covered in emails? Everyone agreed to use email. All initial responses to the draft amendment must be sent to Diana Russell no later than December 3. Diana will send (and post on the FOL website and in the library) the deadline and procedure for this.

(2) Since the deadline our committee was given was to have a final version of new bylaws by the first of January, we need to schedule a vote for the December 21 meeting. We need approval in order to post the necessary notice about the upcoming vote. Article X of the 2013 bylaws covers the amendment process we have to follow.

Motion by Diana Russell that a bylaws vote be on the Dec. 21 FOL meeting agenda

Second & Vote: Motion carried.

Asset Tracking for Quickbooks: The laptop computers are expensed because they are not a major cost item, but we need a signed form on file for each computer that is issued to anyone. This form should include any rules pertaining to use of the computer and a requirement to comply with any recalls for inspection, updating antivirus, etc.

Renewal of Web Domains: Joe Deaver reported that this has been done.

Open Member At Large Position (Diana Russell): Kay Bell is coordinating volunteers for trivia and has indicated an interest in being appointed as Volunteer Coordinator for the FOL. Erin Mudie has extensive experience in publicity and has indicated an interest in being appointed as Publicity Coordinator for the FOL.

Motion by Diana Russell to appoint Kay Bell as Volunteer Coordinator and Erin Mudie as Publicity Coordinator.

Second & Vote: Motion carried.

Trivia: The next trivia committee meeting will be Wed, Dec. 6, at 6:30 pm at the library.

(1) Claudia Stooksberry and Sandi Sabonis led the discussion about trivia, which is scheduled for Tuesday, Feb. 27. Attached to these minutes is a summary that was sent for this meeting with an additional note that was sent by Lynn Hidell.

(2) During this meeting: Claudia added that 18 tables will be rented from Five Star Rentals, and Tony Luton said he will check on whether he can provide the drinks and water again this year. Information changes daily as they do more. Deb Miller (who was unable to attend this meeting) is coordinating the silent auction but not bid-a-bag. Items valued \$25 or more will be accepted. All board officers and active volunteers are asked to donate an item or items valued a minimum of \$100 total for the auction. These can be direct donations or items solicited from other sources.

Motion for Adjournment: Motion was made by Diana Russell for adjournment.

Vote: Motion carried. Meeting was adjourned at 8:00 pm.

Next regular FOL meeting: 7 pm on Thursday, December 21, 2017 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

FRIENDS OF THE LIBRARY TRIVIA PLANNING MEETING

November 14, 2017 6:30pm

Note: Additional note from Lynn Hidell at end of the meeting notes.

Present: Linda Downey, Jeff Johnson, Joe Deaver, Deb Miller, Lynn Hidell, Claudia Stooksberry, Kay Bell, Diana Russell, Michel Hambrick

Discussion was held regarding who has the entry codes for our storage unit which holds Trivia materials, etc. Joe will send to Claudia.

Claudia asked Joe how many rolls of blue painter's tape are needed for tarp flooring. Joe said he thinks he bought a six pack last year.

50/50 Raffle - Michel volunteered to organize and implement the 50/50 raffle at Trivia.

Food Area - Claudia shared that Joe Florentino has volunteered again this year to purchase and cook the brisket for BBQ sandwiches as his contribution. He will also purchase the buns, chips, candy, etc. and FOL reimburses him for those items. Will probably need **about four tables**.

Erica Rios and Luis Coronado agreed to man the food area with Joe. Claudia is also asking Erica if she will coordinate and supervise the waiters for the VIP Tables. Probably need at least 10 volunteers for waiters/waitresses.

Drinks – Claudia called Tony Luton after the meeting to see if he will provide the drinks and water again this year.

Easels – there is a need for about seven easels. Lynn provided several last year but they disappeared after the event. Easels are needed for the following signs: List of Sponsors; List of VIP Table names; list of Regular Table names; possibility of up to three Donor Boards; Map of Tables; FOL Mission Statement; Menu signs

Wine and Beer – discussion regarding types of wine to serve; there is a surplus of wine from last year in the storage building; need cups and napkins; Lynn Hidell has some napkins to donate; **taxes must be paid on the wine and beer**

Bartenders – need (4) four. Jeff Johnson said he had some folks who bartended at the Irish Festival who said they would help. Bartenders must be TABC-certified. Classes for certification are about two hours and cost \$15 or less. Will probably need **four long tables**.

Wine Pull – Claudia will check with Liz and Greg Perkins to see if they will man the Wine Pull table this year. If they are not willing, we will find another person to man table. Committee may choose to divide wines into reds and whites. Will probably need **one long table**.

Bid A Bag – Claudia will ask Jen Morick if she would be willing to lead this area. How many tables were used last year?

Long Table Set Up – need to know how many tables we need in each area: Silent Auction, Judges, Ticket Sales, Food Area, Registration, Wine Pull, Bid A Bag, Printer and Gift Card Area (maybe combine with Ticket Sales area), Beer and Wine Sales

Round Tables for player area – usually **around 50 tables** although Chad with Parks and Rec said that we may have been “overlimit” on tables last year.

Decorations for VIP Tables and tablecloths on all other player tables – Ladies of Little Elm Book Club (Cristi Marashi) has volunteered again this year to decorate. VIP Team Captains have indicated that there is too much “stuff” on tables. May limit to only two or three décor items along with the book. May add themed cupcakes. Will not do matching plates/napkins but will provide sturdy white plates and white napkins.

Table Markers - will be included with decorations. Claudia will ask Jason Peebles about helium for balloons for table markers.

Silent Auction – Deb Miller has agreed to chair. Pat Robbins and Linda Downey will also lead that area. How many tables were used last year?

Ticket Sales – Joe Deaver and Diana Russell will lead this area. Used **about five long tables** last year. Joe will arrive for set up in time to have area ready for ticket sales by 5pm on day of

event. At end of event, Sandi has agreed to provide Security Tape. All cash boxes and ticket dispenser boxes will be secured and counted later so that we can clear out of event space by 10pm or so. Greg Klemko will be asked to serve in this area. Capital One will be asked to send folks again this year. (Who will ask?) We probably need two more volunteers for this area.

Board with Table Layout – will be an ongoing project that will be discussed and created during Trivia meetings with Committee input.

Signage – Joe Deaver has provided signage in the past but Sandi Sabonis may have equipment that can produce larger signs. Sandi has already stated that she would help with signage. They can coordinate.

Public Relations and Social Media – Erin Mudie. Erin can also work with Sandi Sabonis.

Solicitations – need someone to lead this area. Discussion was held regarding expectations of contributions of board members. It is Trivia “Tradition” that each FOL Board Member should provide a minimum of three items for the Silent Auction. Committee Members agreed that this expectation should be continued.

Judges – need to contact Leslie Maynard about chairing judges. Between six and eight judges. Decision was made to give judges pizza and drinks. May include popcorn? (Just a thought)

Judge’s Packets – need someone to prepare these who will keep material confidential.

Depending on what is included, maybe ask Dan Blackwood since he is being asked to write the questions. Lynn prepared last year.

Table Packets - someone to prepare these packets.

Program – Claudia said that she believes Sandi said that she would create the Program for the night. Check to see if this is correct.

Name Tags – see what is in storage and prepare name tags for volunteers. Maybe create name tags with our Roaring Twenties theme.

Roaring Twenties theme – discussion about colors for our theme. White, black, silver, gold and red were suggested. Committee discussed dressing for our theme.

Scorekeeping – Jeff Johnson has agreed to chair this area.

Letters to Teams – need to go out right away to last year’s teams.

Answer Sheets – need volunteers to pick up Answer Sheets.

Underwriting – need volunteer to chair this area.

Additional Note from Lynn Hidell

Last year we used three tables for bid a bag. They were set up in the lobby. We used the boards and plastic flower pots to make a ledge for the bags. Parks dept furnished tables, pots and the boards. You need a roll of plastic or cloths to cover the tables. It depends on the number and size of items how many tables are needed. I would limit the number around 24 and arrange on two tables.