

Little Elm Friends of the Library  
June 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), At-Large Officers: Kay Bell and Linda Downey

Library Manager: Lynette Roberson

Board member absent: Jane Schoknecht

Board appointees present: Lynn Hidell (Trivia Coordinator),  
Claudia Stooksberry (Co-treasurer)

Board appointees absent: Tony Luton (Scholarships), Cathy Wood (FOL website)

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

**Announcements:**

- 1) Lynn Hidell will be on an extended out of country trip for the most critical preparation time for next year's trivia, which means she has to resign as Trivia Coordinator; but she will help whoever is appointed to the position. Appointing a person for that position now is critical in order to allow for planning for the event.
- 2) Diana Russell will be out of state for the August meeting so someone else will need to substitute as secretary for that meeting.
- 3) If anyone at the next meeting wants assistance in setting up a device to access books via the Bibliotheca CloudLibrary and CloudLink digital platform, feel free to bring your devices to the next meeting and we can have a hands-on demonstration.

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

**Motion & Second:** Approve the May minutes as written.

**Vote:** Motion carried.

### **Treasurer's Report (Joe Deaver):**

1) One month paid last month on the two small storage rooms. I recommend we go ahead and pay a year for both (\$1,200).

**Motion & Second:** Approve payment of \$1200 for a year of storage

**Vote:** Motion carried

2) Request sent to Independent Bank to open new checking account (Amazon sales), update signature card, cancel current debit cards, and issue new debit cards. I let them know Diana would come by late in the week with signed meeting minutes.

3) Check issued to the library for \$6,996 to reimburse for (2) Surface workstations. Deducted from Technology Fund account as instructed.

### **Membership (Diana Russell):**

1) Kim Majestic never returned the membership notebook and is not responding to requests, so I made a new notebook for membership forms received. The main thing is that we have the membership computer and database, which enabled me to bring those records up to date by using Joe's membership financial records.

2) June renewals have been sent, and membership cards are being sent for those who renewed from the last mail-out. It's too late to send them for the ones that were missed before that, so we'll just have to catch those folks on their next renewal.

3) Kay Bell expressed an interest in helping with membership, so she and I will meet to acquaint her with the process.

### **Literacy (Jen Morick):**

1) A huge thank you to everyone who helped to make our seventh literacy banquet a great success. From decorating to cleaning up, many people contributed their time and effort; and all of you have our heartfelt appreciation.

2) Thank you also for all the comments you sent to Diana. They will be especially helpful in planning for the 2018 banquet. It always helps to get a feeling for what went right and what didn't go quite so right.

3) We have sent an article and pictures to Randy for the newsletter.

4) On Tuesday, July 11, we hope that you will consider stopping by Bella's Little Elm to support the literacy program. Bella's will be donating all the money raised from their pancakes and sausage/or bacon special that day to literacy. They will be

serving the special from 7 am – 3 pm. Diana brought the new literacy program tri-fold we plan to use at Bella's and wherever else we set up in the future.

### **Library (Lynette Roberson):**

1) The Library's budget was reviewed and things look positive for FY17/18, and no proposed cuts to the Library's budget are anticipated.

2) The vacant Library Page position has been filled internally; a Library Shelver position will be posted soon.

3) Bibliotheca CloudLibrary and CloudLink digital platform rolled out smoothly and the Library has received lots of positive feedback and interest from patrons. Library patrons now have access to 30,000+ digital titles. The addition of Hurst Public Library and Bexar County's Bibliotech to the Inter-Local Agreement will add another 40,000+ titles, and should take place mid-June/early July 2017.

The 2017 Summer Reading Program is off to a great start, with high turnout and positive feedback from patrons at our programs. We had 400+ at the kickoff on June 6th, and have already registered 512 readers.

Equipment for the Library's PC and server upgrade have arrived and installation date(s) are pending. The public will have to be notified because the installation will take 1-2 days and will disrupt a key Library service. The old PCs are to be auctioned and any proceeds will be put back into the Library's Donation Fund.

### **Scholarships (Tony Luton):**

1) It's been difficult to get this year's scholarship winners together for a presentation because school is out. Do we still want to try to get scholarship winners together for a presentation? Since none will be away at school because they weren't seniors this year, it was decided in discussion to arrange a presentation before the Town Council after school starts for the fall.

2) Do we want to raise the amount of scholarships for next year? It was recommended that we offer two scholarships that can be used at academic colleges or trade schools: One for \$2500 and one for \$2000.

**Motion & Second:** Offer two scholarships, one for \$2500 and one for \$2000.

**Vote:** Motion carried.

**Newsletter (Diana Russell for Randy Farmer):** I have received enough input to move forward on the newsletter and will do so this coming week. Diana said she will print the membership labels.

### **Bylaws Review Project (Diana Russell):**

- 1) Linda Downey, Jen Morick, and Kay Bell have agreed to serve on the bylaws committee with Diana Russell. Our plan is to work on specific sections at a time, and we decided to start with Articles I through IV and jump to Article IX "Funds" because we feel the financial part of the bylaws needs close scrutiny.
- 2) Michel Hambrick stated that we need a target date for completion, and it was decided that it needs to be completed by the first of the year since our fiscal year is January through December. Our target for a draft proposal for the current sections is the July meeting.
- 3) Articles I thru IV: The only part of this where we find a change is needed is under Article III "Members." We need to cover procedures for handling misconduct, meeting disruptions, complaints, or board member/appointee failures to perform their responsibilities to the organization.
- 4) Article IX needs to include requirements for board insurance/bonds, an annual budget for our fiscal year (January thru December), or other protections where the board may determine a need (such as background checks for child care workers, etc.) Also needed is the position(s) on the board that will be responsible for insuring compliance with the bylaws are carried out.
- 5) Kay Bell and Michel Hambrick are looking into some aspects that were discussed, and we need to know if the town has legal counsel available to us if needed for consultation.

**Book Sales Project (Linda Downey):** Book sale project - 40 file boxes of books have been packed up & moved to the storage unit.

### **Old Business—Antivirus updates & asset tracking (Joe Deaver):**

Cathy and Randy have FOL computers with expired antivirus protection.

Some assets are recorded in Quickbooks and some are not. This is a current project.

Discussion showed that our treasurer is also acting as our electronics/IT person primarily because he works in that field, but this is actually two different jobs. The bylaws document needs to show that separation even if one person is doing two jobs.

**FOL Website (Cathy Wood):** I have company from out of town so I will be unable to attend. My report would be that I am in the process of gathering information so I can have Mr. Kelly update the FOL web site.

**Motion for Adjournment: Motion & Second** made for adjournment.

**Vote:** Motion carried. Meeting was adjourned at 8:10 pm.

**Next regular FOL meeting:** 7 pm on Wednesday, July 19, 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