

Friends of the Westside Library
Quarterly Meeting November 9, 2015

The Vice President called the meeting to order at 6:35 pm.

The minutes from the previous meeting were approved.

There was no treasurer's report.

Branch Librarian's Report. (Lisa)

The branch is not fully staffed. There are 2 open positions to be filled, one for a part-time clerk (to be shared with east side Pearland library) and a 12-hour shelver.

The library continues its ongoing programming of Toddler Time, Preschool Storytime, Baby Bounce, Mini Music Makes, Doggie Reading time, Graphic Novel reading group (originally envisioned as a young adult group, but actually now attended by adults, so a young adult group is being re-imagined), Adult Reading Group, and a Writers Group.

Upcoming special programming includes "NaNoWriMo" events throughout November (basically quiet time being made available for writers and writing), a Star Wars premier party to be held 11/21/15, a Speed Dating function to be held in February, 2016, a Meditation Workshop in March, and a Science Camp (date not yet determined.)

Lisa discussed our book sale and gave Alina \$492.92 in receipts that the library had been holding for us. There are some concerns about the book sale in that it creates a burden for the staff on busy days. We may need to reconsider how we configure our sale. The burden on the staff will only increase when the other Pearland location is closed for renovation and patrons from that branch begin using our Westside branch.

Lisa presented the petty cash reconciliation and requested reimbursement. The fund is very low and needs to be replenished as quickly as possible. There are also some outstanding pre-approved expenditures that need to be reimbursed. Lisa also presented a request that we fund the acquisition of 2 additional book carts to help with the relocation and consolidation of some of the other Pearland branch materials that will be housed in our Westside Branch during the renovation. The group agreed to vote via email to approve Friends Group funding purchase of the carts.

The issue of outstanding reimbursements prompted a discussion of how we currently handle expenditures. Two signatures on checks makes it less efficient to timely transact business. It was decided to amend the by-laws to require only 1 signature on checks. The current by-laws allow signature by the Vice President so Alina will go to the bank with Tho to have the signature card updated.

During the by-laws revision, it was discovered that our Group is not currently active with the State of Texas. There are some missing franchise tax forms to be filed. Tho will be taking care of this for us.

Joan Schauer reported on the fundraiser held 10/28/15 at Pollo Tropical. There were some communication issues between Pollo Tropical and the library and the event was not as successful as we had hoped. The net revenues from the event will be \$14.40. The original plan was to have a story hour and the fundraiser coincide, but the practical reality is that story hour works best for little ones when it is held in the morning, whereas the dinner hour is the least likely to generate revenue. Future "benefit night" events will be solely that. It was agreed that the best location for a "benefit night" is Chick-Fil-A. We need to contact them to get on their list.

Group communication was discussed. There are the group email generated by Amit that goes to the leadership group. There is also the Yahoo Group page for members-at-large. There is also the SignUp Genius link that will go out when volunteers are requested by the library staff. Once the database of member email addresses has been completed, these members will need to be added to the Yahoo Group to reach as many members for volunteer opportunities.

The Book Sale was discussed. Bob and Theresa Briggs will head the book sale committee and let us know what/when volunteers are needed. We need some dedicated volunteers to sort books during the month. It was also discussed that the books most likely to sell during the book sales are children's books, paperbacks and "coffee table" books. The hardback adult fiction, non-fiction and self-help books are the least likely to sell. It was decided to put out the hardback books during the sale, but to take any that don't sell to Half-Price Books and sell them there. This will help us get through the huge backlog of hard back books we currently have in the closet. An aging system is in place. Stale paperback books are being donated to the county prison system.

The Annual Meeting in January 2016 was discussed and tentatively set for January 19, 2016, and the meeting room was reserved for that date. The by-laws say that this meeting is for the election of Officers, receiving of reports, and the setting of dues. Other Friends groups have more elaborate annual meetings with speakers, meals, etc. It was discussed that that might be something we can consider in future years, but there is not enough time to attempt that this year. We need to give 10 days notice to members. Lisa said that the Friends are allowed 2 email blasts per year to all branch library cardholders who have provided an email address for their account. It was discussed how best to use this capability. We should discuss more at our December work meeting.

The next meeting will be a work meeting to be held either Tuesday 12/8/15 or Wednesday 12/9/15, whichever works best for everyone. This meeting requires only the leadership group, not library staff.

The meeting was adjourned at 8:20 pm.

Respectfully submitted,

Carol Krenzke, Secretary

In attendance: Lisa Loranc (Branch Librarian), Lucia Briggs (Children's Specialist), and members Theresa Briggs, Bob Briggs, Alina Laurie (Vice President), Joan Schauer, and Carol Krenzke (Secretary).

RECENT ACTION ITEMS

1. Raymond - rewrite President's letter for the Friend's web site
2. Raymond - locate mission statement for review & add to website
3. COMPLETED Amit - Take down outdated info on website
4. Amit - Add volunteer button to website to capture contact info
5. COMPLETED - Joan create storytime sign-up sheet
6. COMPLETED - Joan contact Pollo Tropical for benefit night
7. COMPLETED - Sherine to check on possible Art class at library (Answer: Teacher happy to do it, need to coordinate with Lucia)
8. COMPLETED - Sue provide volunteer opportunities to Alina for sign-up
9. COMPLETED Tho - Check PayPal Information for captured email addresses and forward to Joan for addition to member database
10. COMPLETED - Raymond obtain By-Laws file and forward to By-Laws Committee for further review and revisions (if needed)
11. COMPLETED - Carol donate leftover paperback books to Prison.
12. COMPLETED Tho - Do we need to issue receipts for tax deductions at the book sale (Answer: NO when books are bought but YES when books are donated to acknowledge receipt but no value set – LIBRARY ALREADY DOES THIS) or after membership is paid? (Answer: NO)

NEW ACTION ITEMS

1. TABLED Carol - By laws revisions for check requirements sent out for email approval
2. Tho - Comptroller paperwork completed
3. Joan - Database created from PayPal emails and Yahoo Group.
4. Joan – Add all members to the Yahoo Group
5. COMPLETED Carol & Alina - Approval request for Library Carts sent out
6. COMPLETED Tho & Alina - Signature card updated at bank
7. COMPLETED Tho & Alina - Petty Cash replenished and reimbursements for pre-approved children's items issued