

Friends of the Westside Library  
Special Meeting December 9, 2015

The Vice President called the meeting to order at 6:35 p.m. to discuss pending action items and to plan for the annual meeting on January 19, 2016. The annual meeting will begin with a social time, and contain a membership drive table, the general membership meeting for the issuing of annual reports and election of new officers. The officer slate to be submitted for election will be

Alina Laurie, President  
Judy Goldstein, Vice President  
Karen Sanders, Secretary  
Carol Krenzke, Treasurer

Tho Miller moved that the organization set aside \$100 to purchase refreshments and other items for the annual meeting. It was seconded and approved. Judy Goldstein volunteered to do the actual shopping.

Karen Lewis will prepare a flyer regarding the annual meeting and membership drive which will be forwarded to the library staff for one of the available email blasts. There will also be a meeting notice posted on the front desk of the library.

Carol Krenzke and Joan Schauer will man the membership renewal table at the function and have membership forms available.

Carol Krenzke will contact Lisa Loranc about obtaining copies of the Reading Group bookmarks showing the book selections for 2016 and display the actual books.

Alina will draft a meeting agenda and forward to Raymond Ruiz for review.

Tho Miller reported that she has submitted reinstatement paperwork to the secretary of state. It will take about 90 days for this process to be completed.

It was decided to forego the book sale in December.

Being no further business, the meeting was adjourned at 7:40 pm.

Respectfully submitted,

Carol Krenzke, Secretary

In attendance: Alina Laurie, Tho Miller, Karen Sanders, Judy Golstein and Carol Krenzke.

## 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. Amit - Add volunteer button to website to capture contact info
4. Tho - Write treasurer "work instructions".
5. Tho & Carol - Transition treasurer work to Carol.
6. Joan - Database created from PayPal emails and Yahoo Group.
7. Joan - Add all members to the Yahoo Group
8. Carol - Setup online Quickbooks including transparent access.
9. Karen - Compose email "blast" inviting all Westside Library cardholders to attend our annual meeting & join the Friends group.
10. Joan - Create a paper flyer advertising annual meeting and membership drive.
11. Carol - Obtain copies of bookclub bookmark to hand out at annual meeting.
12. Carol - Work with Lisa to have a bookclub "display" setup at the annual meeting.
13. Amit - Add Karen & Judy to the "group@pearlandwestside" leadership email distribution list.
14. Carol & Joan - Setup a time to organize all the member lists and develop a way to keep track of who has paid.
15. Alina - Email Lisa with a few items: ask for sign directing patrons to meeting room on the night of the annual meeting, Inform Lisa carts are approved, Ask about petty Cash.
16. Carol - Benchmark how Friends book sale / fundraisers are held at other libraries in Houston area so that we can get ideas on how to improve our process.
17. Alina - Inquire about the Friends group joining the Pearland Chamber of Commerce.
18. Alina - Inquire about the Pearland city "Library Board", so that we can begin attending meetings.