

Friends of the Pearland Westside Library
Quarterly Meeting April 12, 2016

The President called the meeting to order at 7:01 pm.

The minutes from the previous meeting and by-laws revisions which had been circulated were tabled due to lack of a quorum.

The treasurer reported a combined balance of \$21,721.33 as of 3/31/16, which included book sale receipts of \$562.88. She also reported completion of the IRS 990N form, reinstatement with the Comptroller, Tax Exempt status certification from the Secretary of State and completion of the Audit.

The county librarian reported on the following items:

1. A new childrens' services coordinator has been hired. Her name is Stephanie Williamson and she comes with 30+ years of experience.
2. TLA is being held in Houston this year from 4/19 – 4/22.
3. There is an ongoing project to increase bandwidth and internet speed in the branches. It will be done in phases. There is no anticipated completion date at this time. Angleton and Brazoria branches will likely be the first branches upgraded, due to contract complications. There have been hot spots added to each location to help with circulation issues.
4. The renovation of the Pearland east side branch (Tom Reid Library), which may take as much as one year, will increase the square footage of that facility by 9,000 square feet, is supposed to start in September, 2016.
5. They are still looking for a candidate to serve as Assistant Country Librarian.
6. Commissioner's court has approved the long range plan for the library system. Copies will be sent to Lisa to dissemination to the group.

The branch librarian reported on the following items:

1. There is a 55% increase in circulation over last year. The Westside branch has had the highest circulation numbers for several months now.
2. The branch is missing one staff position, which the County Librarian assured would be filled in time for summer reading program.
3. This year is the 75th birthday of Brazoria County Library System. There will be some sort of celebration on 6/28/16. Details to follow.
4. Ongoing programming has seen the addition of Computer Classes (averaging 17 attendees, limited by number of available computers), monthly Scrabble Club, and Foreign Film Fridays.
5. Special programming items are Speed Dating (2/9 – 18 participants), Writers Group (3/10 – 30 attendees) with Ann Weisgarber, and a Meditation Workshop (3/12 – 40 participants). There is a Shakespeare film festival scheduled for 4/23.
6. The librarian requested a petty cash reimbursement of \$75.64 and submitted reimbursement documentation for the SpotBot stain remover (\$129.97), paper shredder (\$53.89) and the book trucks (\$862.03). These items were reimbursed, except for \$339.30 in shipping costs which will be addressed with special approval solicited by email.
7. The librarian requested \$250 for Summer Reading Club and Adult Reading Club programming and prizes. It was decided to send out for approval of up to \$300 for these programs, allocating a small buffer for any unexpected Summer Reading Club expenses that crop up.
8. Volunteers are needed for the Spring Door Count from 5/2 -5/7/16. A sign-up genius form will be sent out.

Pearland Chamber of Commerce – We agreed the Friends group should join so we can network with other groups in Pearland. This will help us get the word out on how to support the library. The basic cost is \$425 plus a \$50 membership fee.

Membership flyers were discussed. We will have more printed so that the library staff can include one in each welcome package for new library cards being issued.

Community Reach was discussed. We mentioned that we plan to look out for opportunities in the community to have booths or tables. This would allow us to reach more volunteers to join the Friends group and also promote the library's activities and programming.

The Treasurer gave the report of the Annual Audit. The 2 actions from the audit are: make more frequent deposits and obtain a copy of the donation letter. The Treasurer already confirmed that frequent deposits will not pose undue work for the library staff and already obtained a copy of the donation letter.

It was decided to rename the book fundraising function to Book Fair and to place a self-serve donation container at the circulation desk. Signage related to the fundraising will be redone to delete all mention of the word "sale." Lisa will include a notice about the Book Fair in the "What's happening this week in the library" email blast that goes out to patrons. The Book Fair is scheduled for May 9-10, 2016. Joan will be placing a notice in the paper and Alina will create and email flyers for member distribution.

The next City Library Board Meeting is on Thursday April 14th. The Friends Group will send at least one officer.

The next Friends group quarterly meeting will be either July 12 or July 19, depending on meeting room availability.

The meeting was adjourned at 8:05 pm.

Respectfully submitted,

Carol Krenzke, Treasurer (acting Secretary for this meeting)

In attendance: Alina Laurie (President), Carol Krenzke (Treasurer), David T. Thrash (County Library Director), Lisa Loranc (Branch Librarian), and members Theresa Briggs and Bob Briggs.

ON-GOING ACTION ITEMS →

- Alina - rewrite President's letter for the Friends web site
- Alina - locate mission statement for review & add to website
- Amit - Add volunteer button to website to capture contact info
- Carol - Setup online Quickbooks including transparent access. - Will be done in July
- Alina - Inquire about the Friends group joining the Pearland Chamber of Commerce.
- Carol/Alina - attend City Library Board meeting on 4/14
- Amit - confirm Theresa (Briggs) and Diane (Sanders) have been added to Group@pearlandwestsidelibraryfriends.org group
- Carol/Diane - review sales tax requirements vis a vis our Friends group book fair
- Carol/Judy/Karen - update signature cards at TDECU
- Joan - advertise book fair in local newspaper
- Alina - redo signage for monthly book fair
- Theresa - contact Brian from Africa Library project to collect box of books we have set aside for him
- Carol - work with Terri to see if we can get Marie Ferguson to update the PayPal account email situation
- Alina - send out sign-up genius for May door count and book fair
- Alina/Carol - send out email regarding shipping costs for book trucks**
- Alina/Carol - send out email approval request for \$300 for SRC/ARC funding
- Alina - confirm next meeting date with Lisa and contact leadership team

** At the time the book truck reimbursement was requested, an actual dollar amount was not set for the reimbursement and shipping costs were not known. The actual cost for the 2 trucks was \$522.73 with shipping costs of \$339.30 for a total of \$862.03. Since the shipping cost was so high, the treasurer reimbursed only the cost of the trucks until additional approval for the shipping cost could be obtained