

Friends of Pearland Westside Library (FPWL)
Quarterly Business Meeting
July 12, 2016

Minutes:

Call to Order

The meeting was called to order at 7:00 by the president, Alina Laurie.

10 Attendees including David Thrash, Library Director, and Lori ??? new Assistant Library Director

The prepared agenda was followed.

The minutes from the last quarterly meeting (April) were not available for this meeting, so they will be sent to and approved by the FPWL executive committee via email. (AI)

The Library Director's report was given by David.

The county book sale will be held on July 28, 29, and 30 in Angleton.

We are one step closer to increasing the library's bandwidth; waiting on approval and will then go ahead with vendors to make sure fiber optics is ready. We are about halfway in the process. Angleton will be the 1st branch to come online. The larger branches will each get 1 gigabyte. Currently the entire network is sharing 1.5 gigabytes, so this should be 1000% faster.

We've also started the process of getting new copiers. Angleton will be the 1st branch to get a new copier, but we plan to change them out at all the libraries. They will have fax capabilities along with the other standard copying processes and will accept cash or card payment. New copiers should all be in place by the end of the year.

The Branch Librarian's report was given by Lisa.

Summer is the branch's busiest time; we have the highest branch circulation (127,204 items to date) which is 25.2% of total system circulation, and a 33.2% increase over last year's figure. The summer programming is very successful. The summer reading club has 744 participants.

Ongoing programming is continuing with strong, stable audiences.

New programming includes Foreign Film Friday (which is struggling a bit) and monthly computer classes (which has a good following). In September we will partner with Pearland Reading Center to provide bi-weekly ESL classes. They provide staff/materials, we provide facility/advertising.

Special programming includes a Tesla Coil program, a two-week spelling bee workshop with a Scripps finalist, the adult reading club (ARC) wrap-up party on the 26th, and Binny Fisher presenting information on affordable travelling using hostels. In August, local author, Dr. Venugopal K. Menon will talk about his book My Mother Called Me UNNI.

Petty cash is almost depleted. We need a check for \$223.79 to bring us back to the \$250 amount.

Funding requests include:

- \$250 total for Baby Bounce program, \$125 has been spent and needs to be reimbursed and an additional \$125 is needed. Motion to approve the \$250 spend was approved.
- \$1000 for autumn craft supplies. Administration has mandated that a craft be done at each preschool story time to hopefully increase our participation numbers. This amount is about \$80/week and \$1/child. The county provides basic supplies (construction paper, glue, popsicle sticks, etc.) and these funds would be for special kid-safe craft supplies, such as

jewels, beads, baubles, feathers, etc.) Motion to approve \$1000 for story time crafts for remainder of 2016 and revisit request for 2017 after we see an increase in participation was approved.

- Reimbursement of \$212.64 for previously approved purchases (for ARC prizes and midpoint party snacks)

More Friends brochures are needed. We have about 150-300 new patrons per month. We also have a new online registration process. We will run out of brochures this week. A motion to set aside \$300 to print more brochures and reimburse Joan the \$65 already spent was approved. (AI) Friends Summit is scheduled for morning of August 13 at Angleton library. We should plan to attend. (AI)

We have one email blast left for the year.

The Treasurer's report was given by Carol.

Beginning balance of \$21,721.33

Receipts total \$ 2,742.72 book sales, memberships, TDECU earned interest, contributions

Disbursements total \$ 1,129.45 petty cash reimbursements, authorized purchases, PayPal fees

Ending balance of \$ 23,334.60

Of that total, \$1,500 is a restricted contribution given by the Lion's Club (Tom West is contact) to purchase an AWE tablet (children's computer). Total cost of tablet with software is \$2,800 so an additional \$1,300 is needed. Carol will send acknowledgement, Lisa will get her contact info. (AI)

Bank Signature card has been updated. Quick books received and data inserted. PayPal finally recognizes Carol's email.

Community Outreach

Alina researched about local booths/fairs for us to generate interest in Friends group. Carol and Judy are willing to participate and man booths, handing out brochures. (AI)

We will join the Chamber of Commerce, but haven't purchased membership because we may get a discount with a referral. Alina and Joan to attend meetings. Revisit lunch reimbursement . (AI)

We should participate in the Library Board meetings. We need members willing to attend. (AI)

We should participate in the City Council meetings. We need members willing to attend. (AI)

Fundraising:

Next Book Fair is scheduled for August 15 and 16, a Monday and Tuesday. These days are most profitable for book sales. We should setup on Monday morning; Alina may get assistance like last time. Books and bins should be stored away on Tuesday night after book fair ends.

No volunteers are available on Wednesday morning, so additional hands may be needed for the takedown. (AI)

A patron donated some old VHS tapes (Disney). Alina will check into selling them online. (AI)

Action Items Update

All on-going action items have been completed except re-doing signage for monthly book fair.

New action items are denoted with an (AI) in this document and will be added to the ongoing list.

Next Quarterly Meeting

Scheduled for Tuesday October 11th.

Meeting adjourned at 8:02