

## **Meeting of the Friends of the Lake Travis Community Library February 15, 2007**

### **In Attendance**

Pat Alexander, Nancy Pencsak, Altha Vidal, Rich Fabish, Ginger Gober, Diane Taylor, Ann Holt, Joyce Botta, Margaret McDermott, Carol Black, Helen Kott, Marilyn Stovall and Sharon Temple, Library Director.

### **Minutes**

Reading of January minutes was waived and minutes were approved as presented. Motion was made by Marilyn Stovall and seconded by Ann Holt.

### **I. REPORTS:**

#### **Treasurer's Report – Diane Taylor**

Diane Taylor presented the revised 2007 Budget. Joyce Botta moved and Nancy Pencsak seconded that the budget be approved with several additional revisions: 1) Under "Expenses, Library contributions," provide a line item for "Collections and collection promotion" as well as for "Scholarships"; 2) Reallocate funds among the "Library contributions" line items to reflect the changes; and 3) Create dedicated reserve funds to make clear that the money is being set aside for specific purposes. The motion was approved unanimously.

Margaret McDermott moved and Nancy Pencsak seconded that Diane Taylor be allowed to use \$3,000 from the checking account to purchase a certificate of deposit and that this occur automatically, when appropriate, whenever the Friends' checking account balance tops \$10,000. The motion was approved unanimously.

Ann Holt moved and Marilyn Stovall seconded to combine the "Dissolution" and Operating Reserve" line items into one reserve fund. The motion was approved unanimously.

Margaret McDermott moved and Marilyn Stovall seconded that we renew our Lake Travis Chamber of Commerce Membership for \$75. The motion was unanimously approved.

#### **Books Sales – Nancy Pencsak**

On-line book sales are going great. Nancy Pencsak transferred \$2,500 to Friends Checking. Deborah Acevedo-Tamminga gave Nancy Pencsak a certificate for appreciation from the Draper All Age School, Draper, Jamaica. Most of their books have been donated by the LTCL from the Friends Book Sales.

Our next book sale is March 3 and we need volunteers to pick up books from storage and deliver them to Lakeway Activity Center; unload the boxes before the sale and break down after the sale; and people to help with the sale. The sign up sheet is in the library workroom or you can call Nancy Pencsak at 266-1925 for more information.

#### **Library District Board Update- Carol Black**

To meet state library standards the Library District will spend an extra \$50,000 on books. This must be done by August. Sharon Temple will need a lot of help getting these additions on the shelves.

The Library Board has reactivated the land acquisition committee.

The Library District Board cannot give scholarship money out of public funds, therefore the Friends of the Library have agreed to take over the Library Scholarship fund starting immediately. Margaret McDermott volunteered to work on the guidelines for this. Sharon Temple and Helen Kott will assist her.

The Library District Board will spend \$1000 for shelving for the additional books to be purchased.

### **Librarian Report - Sharon Temple**

Tuesday is Friends updated training and luncheon - 2/20/07 at 9:30, with lunch at noon.

We need to come up with new ideas to increase the circulation. We should have 20% of our materials out at all times. Currently we have about 12% out at any given time.

There are 3 different newsletters that highlight sections of library. The service cost about \$1500 annually. It highlights other than best sellers and operates thru websites and email. Sharon suggested we purchase this service. Diane Taylor made the motion we do this and Marilyn Stovall seconded, the motion passed. Sharon Temple will research and chose one of these services. Joyce Botta will help Sharon review options available with subscription.

Sharon reviewed upcoming programs sponsored by the library.

We are looking for weekend clerk on Saturday and Sunday afternoons.

A Mom's group purchased a new oval rug for children's area. It will be dedicated today.

### **Volunteer – Margaret McDermott**

We have 1 new volunteer this month. Currently we need more weekend volunteers.

Margaret will update the current substitute list.

### **Programs – Marilyn Stovall**

We will service Vista Oaks and Summit with a reading program. We will do this twice a month at each location. Altha Vidal and Nancy Pencsak have volunteered to assist Marilyn Stovall with this program.

Schedule:

- ❖ First and third Tuesday at 4:30 at Summit
- ❖ First and third Thursday at 3:00 for Vista Oaks.

BiFokal Kits, used in senior programs, have memory jogging features thru touch, songs and sight. They cost \$300 each. Marilyn Stovall made the motion that we purchase one of the kits with DVD capabilities. Nancy Pencsak seconded this and the motion unanimously passed. Sharon Temple will choose the program and coordinate it with programs purchased by other local libraries. The libraries have agreed to share their BiFokal Kits.

### **Fund Raising Committee – Vacant**

### **Membership – Vacant**

### **Publicity - Rhonda Hostetler**

Rhonda is working full time and unable to attend meetings but will continue to do the publicity for the Friends of the Library for now.

### **President's Report – Helen Kott**

Pedernales Electricity gave \$1000 to Library District.

Helen Kott requested Sharon set up a meeting with Rich Fabish to discuss the web site. Attendees should include Sharon Temple, Helen Kott, Joyce Botta and Nancy Pencsak.

Growing the Friends of Library membership is an ongoing issue. We will discuss frequency and format of meetings at the next meeting.

## **II. NEW BUSINESS**

Rhonda Hostetler turned over maintenance of the Friend's website to Richard Fabish. He will also maintain the mini web site on the Chamber of Commerce Website. Joyce Botta, Altha Vidal, Marilyn Stovall and Rich Fabish will attend the Chamber of Commerce luncheon from 12 to 2 PM on February 21. The topic for the luncheon will be Lake Travis Chamber of Commerce's website maintenance.

Carol Bosse presented the new stationery and thank you notes with logo. Great job, thank you, Carol.

The May Meeting will be volunteer appreciation for long term Friends members who are no longer active. Nancy Pencsak is working on this.

Starting immediately we will allow local organizations that help in the community to put flyers on the Library bulletin board.

## **III. NEXT MEETING**

The next meeting will be Thursday, March 15, 2007 at 10:15 AM in the Library. Please make a special effort to attend.

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Joyce Botta, Secretary

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Helen Kott, President