

Meeting of the Friends of Lake Travis Community Library

February 17, 2011

In Attendance

Diane Taylor, Helen Kott, Ginger Gober, Sandy Price, Tricia Raring, Elizabeth Walden, Carol Black, Nancy Pencsak, Amy Holland, Sue Gilman, Sharon Rogers.

Call to Order: The meeting was called to order by Vice President Diane Taylor, acting as President in Joyce Botta's absence.

Minutes: Helen Kott made a motion that the January minutes be approved. Sue Gilman seconded the motion and it was unanimously passed. Amy Holland noted that there was an error in the January treasurer's report as previously submitted and requested that it be replaced with the amended report. Sandy Price made a motion to approve the amended report, Helen Kott seconded the motion and it was unanimously passed.

I. REPORTS

Volunteer Report---Earlene Loflin

- Earlene reported that the coordinator at LTHS is helping to coordinate teen volunteer opportunities. She also noted that duplicate library cards have been issued to the same family, and that volunteers should be sure to check the driver's license to make sure that a patron does not already have a card issued.

Scholarship Committee Report---Elizabeth Walden

- Elizabeth reported that of the 9 eligible applicants, 7 have picked up their applications. The applications are due on April 1 and winners should be announced the first week of May. It was clarified that to be eligible, the applicant must be a high school senior and must have completed 50 volunteer hours at the Library.

Treasurer's Report---Amy Holland

- Amy presented the February 17 Treasurer's Report, and noted that the current period includes \$3,100 in grants from Exxon Mobile and \$1,037 from the Safeway Good Neighbor Program.
- Amy reported that the 2010 annual return on Form 990EZ has been filed on a timely basis.
- Amy noted that the 2010 sales tax return was filed last month, as required, and that she has also filed amended returns for 2009 and 2008 in order to obtain refunds on excess sales tax paid.
- The Audit Committee's Report to the Friends of LTCL was presented, which showed that Joyce Botta and Diane Taylor reviewed the Treasurer's Records and the Online Book Sale Program Records and found them to be in order.

Librarian's Report---Sue Gilman

- Sue presented the Library Director's Report with statistics, and noted that circulation was up 45% from 2009.
- Sue reported on various programs and upcoming events, all outlined in the Report.
- Sue reminded everyone that the library hours of operation generally follow the school district; if the school district has a start delay or a cancellation for weather, then the library will also.

Programs---Helen Kott

- Helen discussed the April road trip planned to Bamberger Ranch. The tour is set for April 26 from 9:30am-12:30pm and will accommodate a minimum of 25 and a maximum of 40 people. It was generally agreed that private cars would be the best option, with each group making their own lunch plans. The entrance fee is \$15 per person and includes the transportation on the tour itself.

Membership---report waived

Library Report---Carol Black

- Carol reported that the district met the night before and the district still does not have the deed to the land for the new library. She did

note that the district still expects to obtain the matching from the Lakeway Civic Corporation.

Fundraising---Nancy Penscak and Ginger Gober

- Nancy reported that there was \$726 in online book sales in January.
- Nancy noted that the two-day book sale will be February 26 and March 5 and that help is needed, especially to move and pack up books and tables. The prices will include sales tax.
- Ginger reported that the Spaghetti Dinner will be held on April 6 at the Lakeway Activity Center from 5:00 to 8:00pm; tickets are \$10 in advance, \$15 at the door, \$5 for kids.

Publicity---Sandy Price

- Sandy has included the next book sale in the *Lake Travis View*, and will also include the Bamberger Ranch Tour in the next issue. She is also working on a book club article for the View.

II. OLD BUSINESS

There was no old business not already discussed.

III. NEW BUSINESS

Record Retention Policy---Amy Holland

- Amy Holland presented the proposed record retention policy for the financial records, which was based on a review of federal and state requirements as well as guidelines suggested by the Texas Non-Profit Corporation Act, the Texas Bar Website and a national CPA firm, and calls for a minimum retention of 7 years. Helen Kott made a motion to approve the proposed policy, Nancy Penscak seconded the motion and it passed unanimously.

Request for Scrapbook---Diane Taylor

- Diane Taylor noted that Pat Alexander is working on a scrapbook for the library, and requested that any pictures or stories be accumulated.

IV. NEXT MEETING---The next meeting will be March 24, at 9:30am at the Lake Travis Community Library.

Amy Holland, acting Secretary

Diane Taylor, acting President

Attachments:

Treasurer's Report

Librarian's Report

Audit Committee Report

Record Retention Policy

