

FRIENDS OF LAKE TRAVIS COMMUNITY LIBRARY

MEETING MINUTES – DECEMBER 14, 2017

ATTENDING: Morgan McMillian, Karen Ballinger, Carol Black, Jana Dodd, Joyce Botta, Amy Holland, Helen Kott, Mimi King

The meeting was called to order at 10:35 am by President, Jana Dodd. Minutes from the November 16, 2017 meeting were approved.

TREASURER - Amy Holland presented the treasurer's report. Total cash on hand at end of month \$14,593 - includes \$517 profit from November's Flash Sale as part of the regular book sale total. Amy presented a "conservative" budget for 2018; the undesignated donation total was lowered to \$6,000; the new budget should allow for the Friends to again make contribution of \$15,000 to the Permanent Library Fund during the year. The Friends received a grant of \$200; Joyce Botta and Helen Kott will help Amy and Nancy Pencsak with audit in January. Jana made motion to approve the 2018 budget; Helen seconded; the budget was approved.

VOLUNTEER DIRECTOR'S REPORT – Morgan reported for Danielle. She is looking for volunteers to help with the Noon Year's Eve Party, Sunday, December 31. Library will open early at 11 am.

LIBRARY DIRECTOR'S REPORT – Morgan has been working with Library Interiors of Texas to purchase additional shelving for the Juvenile non-fiction area and for the adult DVD area; new chairs for the computers and circulation area; as well as having a few chairs re-upholstered. She is taking bids for installation of handrail along sidewalk; overseeing lighting repairs and installation of new switches.

OUTREACH DIRECTOR'S REPORT – Karen reported the bookmobile has taken part in a few community special events; two volunteers will be teaching prep classes for U.S. Citizenship, in both English and Spanish starting in January at the Emmaus Catholic Parish.

BOOK SALES – Committee members will meet with Nancy Pencsak in January to plan the annual book sale, tentative date in April 2018.

READ ME PROGRAM – The Friends are turning the READ ME program over to the Outreach staff. Karen has been distributing the books through the Bookmobile.

NEW BUSINESS –

Helen moved to accept the slate of officers for 2018, Amy seconded the motion. Motion passed.

Officers for 2018: President – Jana Dodd

Vice-President – Joyce Botta

Treasurer – Amy Holland

Recording Secretary – Mimi King

Corresponding Secretary – Sharon Rogers

It was agreed, beginning in 2018, Friends meetings will be held 5 times a year. In February, April, September and November, meetings will be held on the 3rd Thursday of the month starting at 9:30 am. In December, a short board meeting for approval of the new budget and election of officers will be held on the 2nd Thursday starting at 10:30 am. A holiday luncheon will follow starting at 11:30 am.

Amy Holland will work on the recommended changes to the Friends by-laws. Discussion and vote on the new by-laws will take place at the February 2018 meeting.

Joyce moved the meeting be adjourned; Amy seconded. The meeting adjourned at 11:20 am.

Next meeting Thursday, February 15, 2018 at 9:30 am

Jana Dodd, President

Mimi King, Recording Secretary

Date