

## FRIENDS OF THE LAKE TRAVIS COMMUNITY LIBRARY

### MEETING MINUTES, SEPTEMBER 21, 2017

ATTENDING: Helen Kott, Amy Holland, Jody Roelofs, Carol Black, Jana Dodd, Joan Buzzard, Morgan McMillian, Danielle Wilson, Nancy Penscak, Joyce Botta, Margaret McDermott

The meeting was called to order at 10:35 am by President Jana Dodd. Approval of the May 18, 2017 minutes were postponed until the October meeting.

TREASURER'S REPORT: Amy Holland reported that the current primary expenditure was the funding of the scholarship winners awarded in May. Currently there is a cash balance of \$26,159 and she recommended that this would be a good time to make the annual Friends' contributions to the LTCL Board, suggesting \$15,000. Motion to approve was made by Helen Kott, seconded by Margaret McDermott. This amounts results in a total of \$207,000 that the Friends have contributed to the LTCL since 2010.

VOLUNTEER REPORT: Danielle Wilson reported that a very good group of teen volunteers had contributed to a successful and busy summer program. At the staff's direction the teens also assisted with specific program activities, a new and very successful aspect of their contribution. The new school year group of volunteers consists of 25 returning and 8 new teens.

Danielle also reported that she is working on the Volunteer Appreciation Party to be held November 12 from 5:00-6:00 pm. She requested \$450 to pay for the same jazz trio which had been enjoyed in previous events. Move to approve by Amy Holland, seconded by Jodie Roelofs.

Danielle is continuing to research an online volunteer registration and recording system. She also attended a Volunteer Engagement Conference under a grant from the Laura Bush foundation, which focused on both recruiting and engaging volunteers, focusing on specific job descriptions or tasks as a means of locating volunteers.

LIBRARY BOARD REPORT: Joan Buzzard attended the August meeting of the LTCL Board of Trustees. A statue of a child holding a book has been donated to the Library and will be placed in front of the Library after the necessary stabilizing procedures have been finalized.

The Board regretted hearing the resignation letter from Nancy Penscak. She has had an amazing record of volunteer activities with the Library over many years and was a key person in working for the establishment of the Library District and the building of the present facility.

There are two persons who have agreed to a one year appointment to fulfill Nancy's term. The selection was postponed until the full Board was present for a vote at the September meeting.

The engagement letter has been issued for the Annual Audit for Fiscal year, ending June 30, 2017.

Library Director Morgan McMillian gave her report of library staff activities and programs. Executive Session followed.

LIBRARY DIRECTORY REPORT: Morgan reported that we are in the 2<sup>nd</sup> year of the bookmobile grant which has allowed the hiring of a part time employee for the Bookmobile, Khalil El-Bathy who will start on Tuesday, September 26.

Our current staff member, Jordon Bryant's last day was Tuesday, September 19, and Morgan is recruiting for a part-time library assistant position.

The Teen Read Art Contest is underway and all art work is due in early October and the winning projects will be displayed in the meeting room during the month of November. The Friends have provided funds for the prize money and framing of the winners' works in the past, and \$800 to cover the prizes and framing costs was approved on a motion by Joan Buzzard, seconded by Joyce Botta.

Morgan stated this past summer was the busiest ever.....over 40,000 items were checked out in June alone, and over 2,000 from the Bookmobile.

The Automatic doors have been installed.

More shelves have been ordered for audio books, and there is a shelving move soon to extend the space for fiction books to move into the non-fiction area.

Patrons can now text messages through the Apollo system which will begin to cut down on circulation desk phone calls. Also meeting room reservations can be made online.....both the application and calendar are accessed thru the web site.

The Art Committee has a new member, Victoria Waite, and the committee is meeting regularly and lining up art display reservations for 2018.

The Bookmobile could use volunteers for some outreach programs and for Trunk or Treat events during the last week in October. Also the Pumpkin Parade will be held at the Library on October 31 at 10:30 am and volunteers will be needed to help staff with that very popular event. A sign- up sheet will be available at circulation desk.

**NOOK SALES:** Nancy Penscak reported \$700 in online book sales for August. Due to a backlog of donated books, she and Morgan have discussed having a couple of Flash Sale days this fall, where Nook books would be available at \$10/bag. There will be no advance advertising of dates. Additional help will be needed on those sale days to keep the Nook shelves full.

**BUTTERFLY GARDEN:** Helen Kott reported that the garden looks good and we can reap the benefits of the spring work. The water system is working well. The committee would like to recruit one additional member. If anyone knows someone who would be interested, contact Helen or Mimi King.

**NEW BUSINESS:** It was decided the Friends would purchase a children's book and an adult fiction book in memory of Susie Pouttu, a long time Library volunteer and Friends member who died earlier this month. Susie's reading interests were well known and Morgan will make the selections.

The Meeting was adjourned to the luncheon and Baby Shower for Jordan beginning at 11:30 am. The next meeting will be October 19, 2017 at 9:30 am.

Respectfully submitted

Margaret McDermott  
Acting Secretary

Jana Dodd  
President