

FRIENDS OF LAKE TRAVIS COMMUNITY LIBRARY

MEETING MINUTES – FEBRUARY 15, 2018

ATTENDING: Morgan McMillian, Karen Ballinger, Jana Dodd, Joyce Botta, Amy Holland, Nancy Pencsak, Sarah Traugott, Mimi King

Meeting was called to order at 9:35 am by President, Jana Dodd. Minutes from the December 14, 2017 meeting were approved.

TREASURER – Amy Holland presented the treasurer’s report. Undesignated donations total include money from Exxon matching programs and Randall’s Good Neighbor fund. In January, Joyce Botta and Patti Bell completed the annual audit of the 2017 Friends books. Sales taxes have been paid. Total cash on hand at end of month \$20,180. Correction: \$15,000 was added to 2017 gifts to LTCL district; total gift amount since 2010 changed to \$207,000. Jana made motion to approve the report; Joyce seconded. The report was approved.

VOLUNTEER DIRECTOR’S REPORT – Applications for Teen Volunteer Scholarships are available at front desk and online. Applications are due back Tuesday, April 3. Scholarship Committee will be meeting in afternoon to set dates and time for interviews.

Danielle presented a new “online management program” for volunteers. The program will help with record keeping for all library volunteers. Danielle will implement new program with teens this summer and introduce it to regular volunteers in the Fall. Volunteers will be able to submit applications online, log in hours, sign up for shifts, make request for subs, check messages and receive texts. A new touch iPad will be available for use at volunteer sign-in desk. Motion to provide \$155 for purchase of iPad and stand was made by Amy. Seconded by Jana. Motion passed.

Sarah Traugott, Youth Services Librarian, made a request of funds for the purchase of prizes for the Summer Reading program. Amy made motion for the Friends to provide \$250; Jana seconded. Motion passed.

LIBRARY DIRECTOR’S REPORT – Morgan reported staff computers will be replaced and updated to Windows 10. Work continues on furniture repairs. Tech coaches are now available every day of the week.

Lake Travis Reads 2018 will feature the new book by Nate Blakeslee - *American Wolf: A True Story of Survival and Obsession in the West*. Hear Blakeslee speak at “Evening with the Author” on Wednesday, April 11, 7 pm, Bee Cave Public Library.

Morgan and Karen are working on a Texas state library grant. This is the 3<sup>rd</sup> year to apply and the money will go towards support of the Bookmobile.

Homebound delivery service for the library is being considered.

ART COMMITTEE – Morgan reported artists have been selected for year 2018. The high school is unable to exhibit in March.

OUTREACH – Karen reported “The Harbor at Lakeway,” a senior assisted living facility, has been added as a new stop for the bookmobile. The bookmobile will be at Spring Fest on April 28<sup>th</sup> at the Hill Country Galleria. Karen is continuing to deliver README books to the hospital and Vibra. Books to Babies program may need additional volunteers.

BOOK SALES – Nancy Pencsak reported online book sales going well. Total sales for January 2018 \$841.54. She needs at least 3 months to store a supply of books for a large book sale. At this time there is not a backlog of books that would support a big sale or a flash sale. After much discussion, it was decided to wait for the next large donation of books before planning a flash sale.

NEW BUSINESS:

Amy presented the recommended revisions to the Friends’ Bylaws. Vote for approval will be at the next meeting.

Meeting adjourned at 10:50 am.

**Next meeting will be Thursday, April 12, 2018\* at 9:30 am**

**\*(this is the 2<sup>nd</sup> Thursday in April)**

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Jana Dodd, President

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Mimi King, Recording Secretary

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Date