

2015 Friends Meeting Minutes October 13, 2015

Attendees & September Hours:

Carol Ann Grantham, President	32.75	Jenny Elliott, Vice President, Reads	8.5
Sharon Zambrzycki, Treasurer	36.5	Yolanda Botello, Library Liaison	
Paula Highfill	35.75	Cris Slimak	
Robert Lee	1.5	Joyce Sternberg	1.5
Adasu Martin	1.5		

at Sept meeting/Sept hours:

Bob Grantham	5.5
Lindsey Perkins Wade	5.0
Dee Lemser	5.5
Carol Ritchey	3.5
Sharman Miller	1.5

The meeting was called to order at 6:10 PM. by Carol Ann Grantham, President.

Minutes

The minutes for September were presented. Robert Lee moved to accept the minutes, Jenny Elliott seconded the motion and it passed unanimously.

Treasurer's Report

Sharon Zambrzycki stated that all monthly reports for 2015 had been updated and balanced. The excel format has been streamlined and is now consistent month to month through September. This will enable easier transitioning to the new QuickBooks program in January 2016. The plan is to transfer all of 2015 to QuickBooks then run 2016 concurrently for a few months to ensure there are no trouble spots. Sharon presented the report for September. She stated that hard copies of the reports for all of the prior months (including a Reads report) were available at the meeting for any member that wanted to look at them. The reports could also be emailed to any member who requested them by emailing Sharon. Joyce made a motion to approve the report, Cris seconded the motion and it passed unanimously.

President's Report

- The Friends membership in the American Library Association has been renewed. It includes membership in United for Libraries. Carol Ann reminded officers that it is time to renew their membership in the Texas Library Association.
- Wurstfest was a big success. We sold \$190 of book bags and coloring books. We had a large banner of the new Friends logo made at Staples which showed up very well. It is

sturdy and reusable. We used pages from our coloring books for our required children's activity and got lots of positive comments. We were able to start conversations about the library and the Friends group with newcomers and families that were unfamiliar with the library. Carol Ann showed several photos taken that day and stated that our social media posts had quite a bit of traffic. Carol Ann thanked the volunteers that worked at our booth and helped with setup and take down.

- As reported at the last meeting, the Friends web site is outdated and in terrible shape. Carol Ann and Paula met with Lindsey to lay out the needs and objectives of the web site and Lindsey agreed to begin the research needed to determine how to proceed with setting up a new site. Lindsey has suggested that the Friends complete a GuideStar profile and achieve Silver status to receive free hosting from BlueHost through GrassRoots.org. She will then archive the current website for reference, create a new outline of content and set up the new website. Carol Ann will work on getting the GuideStar profile set up. This will also be beneficial to the Friends in other ways in that Charity Navigator and others who look at non-profit organizations will be able to see our GuideStar profile. We will need the profile if we participate in North Texas Giving Day in 2016. Carol Ann thanked Lindsey for volunteering her professional time to work on our site.
- Election of Officers is in November. All offices are open for re-election. Carol Ann encouraged all members to consider taking an officer position.
- National Friends of Libraries Week is 10/18-10/24, 2015. Sharon and Carol Ann will meet on Saturday 10/17 to change the display cases, utilize one side of a black display column that the library has allotted us for product signage, hang our new banner and check membership brochure stock & displays. Carol Ann showed very nice & colorful, new product signage that member Bob Grantham created for the black column. Yolie will create price tags to use on the signs. Volunteers are asked to come assist in the set up.
- Our annual Barnes & Noble Bookfair is scheduled for Wednesday, December 9, 2015. Carol Ann will clarify hours but in the past they were 5-8 pm. Volunteers are needed for the gift wrap table, to greet customers and to help with story time. Mansfield school choirs have already been scheduled. B&N requested that our librarians do story time. Yolie agreed, if volunteers could be lined up to help. Carol Ann will request that our proceeds be paid in cash instead of a gift card this year.

Additional Items

- Steve has invited the City Council to visit the library before the November 9th City Council meeting. The Library Advisory Board will also be in attendance. He asked if the Friends could host the visit by providing light refreshments. He wants to showcase the newly completed updates and re-configuration, as well as allow the Council to see the library in operation on a typical busy after school day. He will also recognize the 50th anniversary of the Friends group. Members agreed that it would be a great opportunity for the Friends and volunteers signed up to bring various refreshments.
- Yolie stated that the library has applied to be listed on the national NaNoWriMo site. The library will set up the community room as a Writing Space every Monday in November from 11-5. They would like to have bottled waters and small pre-packaged snack items available and asked if the Friends could provide these items. Members agreed that having a NaNoWriMo program was a great idea and a great opportunity for library patrons and commended the staff for setting it up. Paula made a motion that the Friends will supply

the bottled waters and pre-packaged snacks needed for NaNoWriMo. Jenny seconded the motion and it passed unanimously. Several Friends members will make a trip to a local warehouse shopping club to make the purchases. The Friends will also help promote the event on the Facebook page and their own personal social media.

New Business

- **Memorandum of Understanding** – Steve, in conjunction with the Library Advisory Board, has drafted a Memorandum of Understanding between the Friends and the Library. It is common practice in libraries that these two groups share an “operating agreement”. The one page document simply states the expectations of each group as to the other. Carol Ann shared the agreement, went over the talking points, it was suggested a date should be added to the document, and discussion was held. Joyce made a motion to approve the Memorandum of Understanding, Sharon seconded and the motion passed unanimously.
- **Hometown Holidays** – After the success of Wurstfest, it was suggested that we should check into a booth at Hometown Holidays on Friday, December 4 from 5-9 pm. Carol Ann contacted the City and was told that we could have a booth to sell our products. It was agreed that we would sell book bags, coloring books, bookmarks and pencils & erasers. We will order extra holiday pencils to sell. We have plenty of stock of the other items. Volunteers will be needed to man the booth.
- **Better World Books** – We have been notified that our current contract will no longer be honored. A large percentage of the books that we send to them is being recycled instead of sold, resulting in a loss instead of profit to BWB. They will continue to work with us if we pre-screen, but that is not a good option for us, since we already do that through Texas Book Consignments where we make fairly good money. We do not have the time, nor the volunteers to screen again, when it is likely that we will find that BWB is not going to take much of what we have left after TxBkCons. We are once again left with the problem of what to do with the books that do not sell in our book sale. We have exhausted all of the other places that take book donations. Carol Ann has contacted some recyclers that other organizations use, but not gotten any responses. Yolie offered to do some research through ALA to see what others do. We are in dire need of a permanent solution.

Unfinished Business

- **Mansfield Reads 2016** – Jenny reported that we still do not have an author lined up for 2016. Paula is contacting authors on the final list, but has not secured anyone. She suggested that we may need to go back to the list before we narrowed it down to seven and/or be creative about adding some names that we had not previously considered. There have been several suggested since the summer list was made that might be viable candidates. There was much discussion about national vs. local authors, the scale of the event and setting a deadline for naming an author. It was decided that Paula would continue on the final list through November, but if an author was not secured by then we would scale back the event and try to secure a more local author in order to get the date finalized by the end of the year.
- **Revision of the Bylaws** – Carol Ann presented a copy of the Bylaws with the suggested amendments to standing committees and officer duties highlighted. There was much

discussion regarding the status of the current officer positions. Carol Ann will research minutes from past meetings to clarify exactly what officer positions are listed in the most current Bylaws. Voting on revisions was tabled.

- **Job Descriptions for Operations Manual** – Tabled due to the late hour.

Adjourn

The meeting was adjourned at 7:38 pm. The next meeting is November 10, 2015 at 6:00 pm.