



Meeting Details

Date & Time	April 25, 2024 6:30PM
Venue:	Benbrook Library Meeting Room
Attendees:	Steve Cobb, Karla Reese, Brigett Adrian, Claudette Huddleston, Russell Kegley

Agenda Details

Call to Order
Minutes Approval(s)
Reports - Financials
Financial Business A. Restaurant Fundraiser Updates B. Mural Funds Request C. Shelving Makeover Request D. Book Page Renewal E. Benbrook Chamber of Commerce Renewal F. Antique Mall Walker/Renewal G. Storage Unit Evaluation
Outstanding Business A. April Library Closure / Texas Library Association B. Evening at the Library / 25 th anniversary C. Volunteers at the Antique Mall D. Media at the YMCA E. April Book Sale
Adjournment

Meeting Minutes

Call to Order: Steve Cobb, President, called the meeting to order at 6:30 PM.

Minutes Approval: Minutes from the March meeting were approved by acclamation.

Reports: Financials – Karla Reese presented the March financial report. Net revenue to the Friends for March totaled \$6,770.47, which also included a \$6000 donation from ProLiteracy Worldwide, that the Friends immediately passed along to the library to support renovations. Net revenue was thus \$770.47 for the month, the bulk of which was the December through February sales from the bookstore of \$690.95. The financial report was accepted by a unanimous vote.

Karla Reese also spoke about a sales tax payment request from the Texas state comptroller's office. General discussion and consensus is that the only sales per se the Friends group conducts is through the Antique Mall bookstore, where the mall checkout procedures collect sales tax due and forward it to the state. Karla will query the state as to their justification for imputing sales tax due from the Friends. Steve mentioned that if we do not get a satisfactory answer, he will raise the issue through our state representative to seek a reasonable conclusion.

Karla further noted that the \$75,000 donation from Atmos Energy in December pushed the Friends over the \$50,000 yearly threshold for filing a 990 postcard form, so the filing in May will require the 2-3 page 990-EZ form. She believe she can handle this.

Financial Business: A. The library is seeking to end the cost-sharing arrangement the Friends have had for renting the book storage unit that directly supports the Antique Mall bookstore. It was noted that the cost arrangement between the Friends and the library is a zero-sum game, and by pushing additional costs to the Friends it simply reduces the amount of the funds it raises that can be used to support library programs. Additionally, since the Friends will be providing all the funding for both the storage unit, antique mall booth rental, and volunteer labor, the Friends may reserve the right to discontinue the bookstore if it decides the economics do not make sense. Ending the cost sharing was approved unanimously.

B. Karla raised a question about who is actually writing the checks to pay for the storage unit; no one was clear on it, but we surmised it had been paid a year in advance. Russell will check with the management next time he's at the storage business office.

C. The library requested reimbursement for boxes used to store and transport books from library donation processing to the Friends. The Friends board approved the expense for \$165.00 for 100 heavy-duty cube boxes. It was noted, however, shipping accounted for about 50% of this cost, and if more are needed in the future they should be available locally for less.

D. Russell noted that he had rented an additional, non-climate-controlled 10'x10' storage unit specifically for storing the library shelving the Friends intends to keep for future book sale events. Once the sale is over, we will look into transferring control and payment for this unit to the Friends of the Library directly. After we assess the revenue from the sale, we will also decide if the shelving is worth the roughly \$100/month storage cost.

Other Business: A. Savanna Fleming is stepping back from her duties as Secretary for the Friends of the Library. She is having little time to devote to it, as she is planning her marriage soon. We thank her for her wonderful work, wish her all the best, and hope for her to engage with the Friends again in the future as she has time.

B. Book sale is ready to start Friday, April 26. Bridgett reports she has library staff and volunteers lined up to provide support for the book browsers.

C: Steve mentioned that he is working on lining up additional book outlets, similar to the outlet the Friends supplies at the Benbrook YMCA. Bridgett suggested putting together a document outlining expected responsibilities for the Friends and any new outlets going forward, to make sure a new outlet does not expect things from us that we have no intention of providing.

Adjournment: Meeting adjourned at 7:30 PM

