



### Meeting Details

<b>Date &amp; Time</b>	January 18, 2024 6:30 PM
<b>Venue:</b>	Benbrook Library Meeting Room
<b>Attendees:</b>	Steve Cobb, Russell Kegley, Brigett Adrian, Claudette Huddleston, Richard Reese, Nancy Gustafson, Erica Richardson

### Agenda Details

Call to Order
Minutes Approval(s) - November minutes
<b>Reports</b> <ul style="list-style-type: none"> <li>- Introduction of New Treasurers</li> <li>- Financials - Richard</li> <li>- Bank Signers: Update</li> </ul>
<b>Library Director - Erica</b> <ul style="list-style-type: none"> <li>- Appreciation Dinner Recap</li> <li>- Renovation Update</li> <li>- Storage Unit Update</li> </ul>
<b>Returning Business</b> <ul style="list-style-type: none"> <li>- Bags tp Benches Update - Bridgett</li> <li>- Restaurant Fundraisers Update - Bridgett</li> <li>- Donation Cart for YMCA - Bridgett, Steve</li> </ul>
<b>New Business</b> <ul style="list-style-type: none"> <li>- Funding Request from Miranda - Bridgett</li> </ul>
Adjournment

## Meeting Minutes

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

Minutes Approval: Steve directed the attendees to the minutes from November 16; after a silent review, Claudette moved to approve the minutes as submitted, Richard seconded, and the minutes were approved by a unanimous vote.

Reports: Our incoming treasurer, Richard Reese, presented the financial report in the form of a spreadsheet showing the entirety of 2023. The report showed that from a starting balance January 2023 of \$9,290.71, the Friends finished the year with a balance of \$14,879.91, a net increase of \$5,589.20. The bulk of this increase is due to the September book sale. The financial report also showed a \$75,000.00 donation from Atmos in December, which the Friends transmitted to the Library that same month.

The group also discussed banking options used by the Library, Wells Fargo bank and Pinnacle Bank. It was noted that Pinnacle Bank has a more convenient mechanism for updating account signature privileges than PNC Bank, the Friends' current bank. As we generally need to update the signature card every year, this could be the topic of future action.

Russell moved to approve the financial report, Claudette seconded, and the report was unanimously approved.

Library Director: Appreciation Dinner Recap: Erica expressed her appreciation for the work of the Friends in arranging all aspects of the Appreciation Dinner in December. She noted that she was gratified to see the library staff dispersed among the many tables with Friends officers, Library Board members, and volunteers. Special thanks to Darryl Horn for arranging the catering with Uncle Julio's.

Renovation Update: Erica shared details of the ongoing and planned renovations through April 2024 as addressing the server room, where a currently co-located sink will be removed, both providing more usable space and removing a potential source of damage to the electronics. Kristin's office is almost finished renovation, to convert it from its former use as a Maker Space to more normal office configuration. The door to the archival closet is also being reworked to make it open more conveniently.

The biggest renovation planned for April is to the children's area, and the adult book stacks. The \$75,000.00 donation from Atmos will be put to use here, offsetting a great deal of the estimated \$90,000.00 total. The shelving in both the children's and adult areas will be replaced with newer furniture that can be rolled easily into new configurations, making it possible to rearrange the children's area for different activities as they occur. In addition, the flooring in those areas will be updated to match that in the mezzanine, office, and meeting rooms. The plan is to assemble the new shelves in the meeting room, then move materials from the old shelving to the new units starting April 12, when the library will close. April 19 is the

date planned for moving shelves back into the renovated spaces.

Erica also noted that she would welcome the participation of the Friends in the renovation effort, particularly in the children's area; she will be looking for high-visibility areas where the Friends might be able to make an impact.

It was noted that the schedule might accommodate using the older shelves removed from the adult stacks in the planned Friends Book Sale April 24-29; we will continue to plan this. Erica also noted that the Library will install an automated material handler capable of automatically sorting returned materials based on RFID tag information this year.

The answer to a question from Claudette about the ongoing consulting contract for building a larger library is that they are currently assessing philanthropic potentials. Erica noted that once a site for the new library is selected, this could open the participation of locally-recognized funding sources.

**Storage Unit Update:** Erica noted that the Library had not received its offset for rental of the storage unit used for sorting books and supporting the Antique Mall bookstore. Richard noted that the Friends were sending \$125.00 every other month for their half of the storage cost, and that the next check for that amount is due this month, so the Friends are not technically in arrears on this. He made a note to transmit a check this month.

**Returning Business:** **Bags to Benches Update:** Bridgett shared that we are about 70 pounds away from meeting the required 500 pounds, the deadline for which is March 15, about 28 days. There was general discussion of the program, and community interest in it, which seems high. When this campaign finishes, it is likely that we will invite the Lion's Club to pick it up for a new effort, again using boxes at the Library, Album, and other locations as needed.

**Restaurant Fundraisers Update:** Bridgett shared the results of the recent Chicken Express restaurant fundraiser, which netted \$200.00 to the Friends on sales of \$750.00 for that day; the \$200.00 included a donation from Chicken Express. She showed upcoming events with Hoffbrau Steak and Grill House in Benbrook for February 5, 5-8 PM, and with Chipotle on March 9, 5-8 PM. All in attendance expressed their appreciation for Bridgett's great work in organizing these.

**Donation Cart for YMCA:** Steve and Bridgett led a short discussion on the state of the YMCA free book distribution center, and the successful impact it is having. Steve noted that we are seeing a good level of donations people are dropping off at the YMCA, and the desire for a bin or cart to contain these. Bridgett showed a sample of what such a wire bin could be; Steve will measure the location to get dimensions and we will vote on purchase of a suitable unit at our next meeting. As part of this discussion, Steve noted that we are seeing cookbooks and children's books moving especially quickly; as we have a large supply of cookbooks in storage, we can meet that need easily. Some concern was expressed about giving away too many children's books, as they are always good sellers in our book sales and at the bookstore.

**New Business:** **Funding Request from Miranda:** Bridgett shared a letter Miranda had

received from the Westpark and Rolling Hills Elementary PTA groups for providing meeting space and a funding offset for bringing in a children's book author and illustrator for a family-focused literacy engagement event on April 10, 2024. They requested a donation of \$1,500.00 to offset the travel costs and presentation by Troy Cummings, a noted author. Claudette moved to approve this donation, Richard seconded, and the request was approved unanimously.

Adjournment: There being no further business before the group, Russell moved to adjourn, which was seconded and approved.