

Friends of the Dripping Springs Community Library Board Meeting Minutes for October 9, 2012

Attending: Cara Russell, John Hoag, Bobbie Hentschel, Donna Woody, Karen Crowther, Kim Frederick.

Library Director's Report: Cara Russell discussed the progress of the front foyer bulletin board project. Both sides of the walls are ready to be used for display. Plastic holders will be hung by chains for heavier items, and a table will be available for stackable items. Bobbie created magnets for use on the new boards.

Bobbie provided Cara with details on front desk ticket sales related to the upcoming home tour. A process for ticket sales at the library was discussed for making it as hassle-free as possible for the library staff. The only time the library staff will be involved with ticket sales at the circulation desk will be from Monday, December 3rd through Friday, December 7th. Board members will be responsible for ticket sales December 1st at the Mercer Street booth and December 8th, the day of the home tour. The library staff will be provided with a set of instructions to give out to the public for purchasing tickets online through Chase Quickpay for sales up through December 5th. People purchasing tickets at the circulation desk will fill out a form that will include a detachable receipt. The forms and payment will be stored in a designated envelope for accounting purposes. Cara was agreeable to these ticket sales options. Kim offered to help with mailing out prepaid tickets purchased online. Tickets purchased using Quickpay up to November 30th will be mailed out Monday, December 3rd. Tickets purchased between December 1st and 5th will have to be picked up at the library the day of the Home Tour, December 8th.

Minutes: On a motion by Donna Woody, seconded by Kim Frederick, there was unanimous approval of the September 2012 minutes. Karen will provide the minutes to John Fierstien for posting on the FODSCL web site.

Treasurer's Report: Donna Woody requested board approval for purchasing a rubber stamp, to be used for endorsing checks. The FODSCL board granted the request. Donna reported a current balance of \$7,849.07 as of the end of September. In regards to ticket sales for the home tour and other related online purchases, Donna will be checking quick pay emails every day. Bobbie encouraged the use of the FODSCL credit cards for any relevant purchases in order to accrue rewards points. She pointed out that the monetary rewards can be used to purchase refreshments or other items.

Membership Report: Donna provided an updated Friends membership list to board members.

President's Report: Bobbie discussed recruiting volunteers for Mercer Street and the home tour. She will create a volunteer sign up sheet and post it in the front lobby. Volunteer needs were discussed with the board members, including what was needed for the wine tasting, parking, bake sale and library ticket sales. Bobbie said on the day of the home tour, ticket sales and disbursement of last-minute online tickets would run much smoother if two volunteers were working between 9 am and 1 pm. Donna suggested setting up a table outside the library at 9 am the day of the tour so people can pick up tickets prior to the start of the tour at 10 am.

Newsletter: John Hoag announced that the September newsletter is ready to be posted on the library website and will follow up with the web site coordinator to make sure it is posted in a timely manner.

Christmas Home Tour: Bobbie announced that she has made a contact with Nana's Cupcakes, who offered to donate cupcakes for the bake sale. The cupcakes will be provided in half-dozen plastic containers for safe transporting. Bobbie will buy supplies for packaging baked goods and Kim offered extra cups and bags from her personal inventory. Bobbie and Kim plan to contact Friends from the membership list for help with the bake sale. Kim will also help with coordinating greeters, parking attendants and acquiring shoe covers for the home tour. She was given a few suggestions for ordering approx. 200 pairs shoe covers online.

Wine Tasting After-party: John suggested a variety of themes for the home tour after-party to reflect a literary theme. Possible ideas included "Sips and Signings", "Tomes and Taste", and "Mix and Mingle". A list of potential authors was suggested for the after party and John will follow up on a few of the names. Karen will contact the University of Texas Press to see if any potential authors may be interested in participating. John also brought up some issues for discussion regarding the wine tasting event itself. He stressed the importance of having a server who not only knows the wines and can discuss them, but also be TABC certified. Two servers are needed for the event, which will include three stations, each with an author and their works, and paired with various wines. Authors may offer a presentation before each wine tasting, and party-goers will have an opportunity to meet the authors.

Publicity: Bobbie, Karen and Donna worked on sponsor letters and will mail them out by October 11. A deadline of November 9th was mentioned in the sponsor letter to establish a list of sponsors whose names will be mentioned in promotional materials and on the ticket. An ad in the *Hill Country Sun* requires a copy deadline of October 24th for an ad to be run in the issue that comes out November 1st. The 2nd copy deadline is November 14th for an ad to run in the issue that comes out November 21st. Sponsors who reply by the November 9th deadline will be mentioned in the November 21st ad. Bobbie was quoted a price from the *Hill Country Sun* of \$355 for a ¼ page color ad including pictures, and \$500 for a 3/8th page ad. Bobbie spoke with a representative at the *News Dispatch*, who offered to run a photo each week at no charge if we advertise in their paper. Other possible placement suggestions included the PEC Magazine, *Texas Co-op Power*, as well as the South Austin *Impact* magazine and the *Dripping Springs Babble*.

Karen will work on creating new promotional materials. John will provide the files from last year and will check into having local photographers from the PODS photography group provide photos of the current homes.

Karen and John will work on the wine ticket and scorecard.

Kim will prepare the home descriptions, maps and related information for use in promotional materials.

New Business:

Home Tour Banner: Bobbie spoke with a representative from *Grapevine Signs* to report that the material used for the date change last year did not hold up for the time the banner hung across Hwy

290. He offered to look at the sign and see what can be done. Bobbie was quoted a price of \$50 to change the date on the current banner. We reviewed last year's cost (\$231 for 7 signs and 4 riders) for printing signs and he said the cost would be slightly more for this year. Bobbie and Donna plan to take the banner from last year to *Bill Bailey's Signs* in Cedar Valley for a quote for getting the date changed. The rest of the banner is in good repair.

Old Business: No other old business was presented.

Next Meeting: The next planned meeting is scheduled for Tuesday, November 13 at 11:00 A.M. at the library.

Adjourned: 1:31 P.M.