

Friends of the Dripping Springs Community Library Board Meeting Minutes for June 13, 2013

Attending: Bobbie Hentschel, Karen Crowther, John Hoag, Mary Claypool, Jan Robinson, and Stephanie Trexler.

Bobbie called the meeting to order at 11:15 am.

Library Director's Report: Library director is on vacation.

Minutes: On a motion by John Hoag, and seconded by Mary Claypool, there was unanimous approval of the May 2013 minutes.

President's Report: Bobbie announced the success of Operation Gratitude and updated the board with reports on the ongoing projects associated with the program. Karen mentioned that two school teachers picked up batches of letter writing materials to use in their classroom. Jan suggested promoting a school drive to encourage letter writing for Operation Gratitude.

Bobbie announced Mary Claypool as the new Vice President of the Friends. Mary has also offered to oversee the lobby bulletin board.

Treasurer's Report: Jan announced a balance of \$8367.00 in the Friends' bank account, including a final raffle balance of \$1000.00. She mentioned that she personally purchased, as a donation to the Friends of the Library, the non-profit version of Quicken Pro to assist in tracking donations. She also provided board members with an updated non-profit form, to be given to vendors for any tax-free purchases. Jan announced that the non-profit status of the Friends is currently in good standing. She offered to keep all Friends financial records, currently stored at the library, at her home. Jan said that she could not find a notebook of corporate records in the materials, so she created one for the Friends and provided the Friends' secretary with the notebook for safekeeping.

As a result of her research regarding payments online for the Friends, Jan provided a handout explaining the Amazon Paypal program. She offered to talk with Morgan about setting up the Friends website to receive electronic payments. Bobbie offered to meet with Jackie at Chase Bank in order to research the use of *Square* App, which would make credit card payments possible via cell phones.

Membership Report: Jan reported on the results of her research regarding the history of the Friends, dating back to year 2000. She submitted a current membership list to the board and offered to provide each board member with an electronic version in the near future.

Mary submitted a draft of the new membership brochure for discussion purposes, and suggested that the board decide on membership levels, as well as benefits for each level. Mary and Karen will work on a final membership brochure draft for the next meeting. Bobbie suggested creating a corporate level for the Friends. Stephanie promoted the idea of encouraging business level members by providing window plaques for their business locations announcing membership in the Friends. She also suggested bookends for higher-level donors. Karen routed around samples of the new Friends business card for discussion, and offered to have a quantity printed up for board members within the week. Karen also offered to create a Friends bookmark for promotional purposes. Bobbie and Karen plan to research pricing for other promotional items

such as Friends board member shirts, coffee mugs, and car window clings, and will provide cost estimates at the next board meeting.

Newsletter Report: John recommended posting the next newsletter by July 22nd, and asked for articles by July 16th. Karen will provide John with art to use in the upcoming newsletter article about the Friends' new logo. John will write an article about the raffle winners, as well as an article featuring one of our new board members. Bobbie will provide a "Join/Renew" article that will mention our membership drive during the upcoming Joe McDermott event happening at the end of July. John requested headshots from all board members for use in the newsletter. At John's request, Karen will provide a roster of contact information for all board members.

Public Relations: Bobbie mentioned the two paracord bracelet classes she will be teaching on June 12th and 15th. She requested volunteers from the board to help during the workshops. She also shared a thank-you letter from Operation Gratitude for donations and letters, sent on behalf of the Friends.

New Business: John will present a budget for the Wine Tasting event for the July board meeting.

A discussion on promoting the Friends organization within the community created numerous suggestions. Stephanie suggested hosting a special Friends meeting for book clubs to help introduce our organization to various groups in the community. John suggested the Friends create a show-and-tell presentation, promoting Friends membership, to take on the road for various civic organizations, etc. Jan suggested adding a Friends' bookmark to local neighborhood-wide welcome wagon packages.

Old Business: No old business.

Next Meeting: The next planned meeting is scheduled for Tuesday, July 9, 2013 @ 11:00 A.M. at the library.

Adjourned: 1:25 P.M.