



Annual Meeting

February 5, 2022 at the Juanita Hargraves Memorial Branch, Winnie

Those in attendance: Librarians Valerie Jensen & Annie Vass. Board members present: Susanne Bogan, Elaine Byrd, & A. Lynette Parsons. Board members absent: Jean Forrest. Guests: Carolyn Caldwell, Susie Davis, & Vickey Gaulding. Staff members present: Cindy Alegria, Yolie Belt, & Aquilia De la Cruz.

The meeting was called to order at 9:40am by Parsons.

Parsons welcomed all in attendance and introductions of those present were made.

Time was given to review the minutes of the 2020 Annual Meeting, which reflect the year 2019.

A motion to approve the minutes as written was made by Byrd, with a 2nd by Davis.

The annual report of Friends' activities was given by Parsons. Current memberships total 514. In 2021, there were 221 virtual programs with 2,519 views. The libraries also offered take and make crafts. There were no fundraisers due to COVID, but at the July meeting, a Battle of the Branches was approved to increase membership. A grand total of \$3,235 was raised and Mont Belvieu was the winning branch. When the libraries reopened, book cart sales earned \$597. Laminating, ear bud sales, and recycled ink cartridges also brought in some income. \$3,100 was earned from the pavers at the new Winnie library. There are still pavers for sale for those interested. The Friends provided seed money for the annual Nerd Con event in Mont Belvieu and the Friends received HOT funds to help with marketing. The Friends were the major underwriters for the Summer Reading Program, themed "Tails and Tales." Giving Tuesday was promoted online and in the libraries. There was no annual meeting in 2021, so there were no wish list items provided. Lastly, the Friends can now be added as the charity of choice to Kroger cards.

Jensen then reported on the State of the Library System. Staff were thanked for their hard work and adaptability throughout the pandemic. Curbside service was added in response to COVID, and it will continue to be offered. The grand opening of the new Winnie library was held on May 3, 2021. A pergola was recently added, too. Alegria shared plans to host programs there in the future. Jensen then discussed the ice storm, which thankfully resulted in no damage, but closed the libraries temporarily. Personnel updates for the Anahauc library include a full-time staff member resigning and a part-time staff member moving to full-time. Jensen then talked about annual budget hearings where personnel increases were requested for 2022. Some increases were granted. Next up, Vass briefly discussed the Summer Reading Program and the Beanstack application added in 2020 to allow for a virtual summer program. Jensen provided an update on the digitization of historical items, which is being handled by Parsons. Thousands of items have been finished already and can be viewed on the library's website. Winnie staff members are working on east side history and recording oral histories. Jensen concluded with future plans. A new library is a possibility in Anahauc, depending on the plans for the new Justice

Center. Overall, looking forward to a more normal 2022. The 2021 Year in Review document was made available to all in attendance.

Old Business – none

New Business –

Parsons mentioned several board members are needed. Ideally, there would be three representatives from each section of the county. Lena Yopez on the west side and Vickie Gaulding on the east side are interested in serving. Jensen has contacted a couple more individuals who indicated interest on the Friends membership form. Bogan made a motion to approve Board positions for Gaulding and Yopez, with a 2nd by Byrd. Still need one more person from each side of the county to fill the vacant positions.

Officer elections were tabled until the Board is filled.

Parsons next gave an update on the Friends' membership file. The number of members who last renewed in 2017 is 60, in 2018 is 27, in 2019 is 41, in 2020 is 66, in 2021 is 263, and in 2022 is 52. Byrd made a motion to delete members who haven't renewed since 2017, with a 2nd by Bogan.

Belt asked the Board to consider paying \$60 in mileage for an author visit for the Cork Dork book club in May. A motion to approve the author's travel reimbursement was made by Byrd, with a 2nd by Bogan.

Parsons then discussed how Section 4 of the by-laws currently indicates announcements of meetings will be published in local newspapers. Electronic notification is more current than newspaper announcements, and this change would require a by-laws update. After a brief discussion on costs associated with newspaper announcements, Byrd made a motion to change the notification of meetings to electronic media, with a 2nd by Bogan.

Budget & Financial Considerations –

The Treasurer's Report was given by Parsons. The Friends have two accounts. The library account includes memorial books, pavers, office supplies, programming, and staff training. The Friends account includes membership dues, donations, fundraising money, CD and laminating, ear buds, postage for mail outs, and money for petty cash purchases.

Account 481 – CCLS/Friends' Account
Balance January 1, 2021: \$18,097.66
Balance December 31, 2021: \$16,390.53
Balance February 3, 2022: \$16,517.23

Account 885 – Friends' Account
Balance January 1, 2021: \$3,530.60
Balance December 31, 2021: \$4,947.81
Balance February 3, 2022: \$7,495.46

The sales tax payment for 2020, which shows in the 2021 books, totaled \$39.49. A 2021 sales tax payment of \$102.13 will be made on \$597.00 in book sales, and will show on the 2022 summary.

Davis made a motion to approve the Treasurer's Report as read, with a 2nd by Caldwell.

Jensen gave an overview of the Friends commitment of \$600,000 towards FF&E at the Goss library. Payments to the county ceased during COVID. \$209,191 remains to be paid back. Jensen mentioned that asking the court to forgive the remaining balance when making another sizeable payment could be a possibility. A discussion regarding resuming payments will be added to the agenda in April to see where things stand financially.

Parsons presented the Library System wish list for 2022, which includes requests for items not funded by the county. Time was given for attendees to review the list and ask the branch librarians questions. Byrd asked if there was enough money to fund everything on the list, and Parsons responded that there was. Additionally, \$1,000 was requested for SRP expenses, as well as \$100 petty cash to each branch. Byrd made a motion to approve the wish list in full, SRP funds, and petty cash to the branches, with a 2nd by Gaulding.

Other business as raised from the floor –

Davis asked when the library sign in front of the old Winnie library would be removed. Jensen responded that a request has been made to cover the old sign and TXDOT has been contacted to move the library sign by the highway.

Byrd thanked Mont Belvieu library staff and Bogan for keeping the bookstore open. Bogan updated that sales have been going well, with \$300 being made since July, and thanked library staff for keeping the money jar out so people could still make purchases when the bookstore wasn't staffed by volunteers. Byrd hopes to soon have a volunteer back in the bookstore almost every day of the week.

Parsons thanked library staff for their creative and wonderful programming during tough times. Storyboards were a great way to get people to the library even if they couldn't come inside.

The meeting was adjourned at 10:52am.

The next meeting will be held at the Chambers County Library in Anahauc on Thursday, April 7, 2022 at 5:00pm.

Respectfully submitted, Annie Vass