



Quarterly Meeting of the Executive Board - Thursday, April 11, 2019  
Sam and Carmena Goss Memorial Branch, Mont Belvieu

Meeting was called to order by President Jean Abshier Forrest at 5:33pm. Those in attendance: Librarians Valerie Jensen, Annie Vass, Yolie Belt; Members Elaine Byrd, Michelle Davis, A. Lynette Parsons, Adaire Griffin. Absent: Tylene Wilcox, Gaynell Leming, Mollie Simpson, Melanie Sullivan. Guests: Heather Puppa, Michelle Carr.

Treasurer report – Lynette mentioned splitting the Friends account has worked out nicely. 145 new and renewed members, 230 not yet renewed, and 385 total. Goss reimbursement to the county. \$1500 paid in 2019 to date. \$216,191.79 balance to pay.

Friends of CCLS account – Library account

Balance: \$4430.41

Income (jan-apr): \$3,566.56

Expenses to meeting date: \$3,750.45

Account 885 – Friends account

Balance: \$5,108.65

Income (jan-apr): \$8,154.28 (includes \$5k transfer)

Expenses to meeting date: \$2,852.54

Elaine Byrd asked for a rundown of the \$3,566 income. Parsons said this was donations (individual/corporate), bookstore, book cart, cd/lamination, and earbuds. A motion to approve the report was given by Davis, with a 2<sup>nd</sup> by Byrd.

Minutes of the previous meeting were passed out and discussed if needed. A motion to accept was made by Griffin, with a 2<sup>nd</sup> by Davis.

**New business:**

Jean tabled the roles of officers. To be taken care of privately.

Elaine Byrd gave a brief report on the bookstore and noted that she was in need of bookstore volunteers. Has 3 potential volunteers to contact, including guest Michelle Carr who offered to be a volunteer. Byrd mentioned that board member Gaynell Leming was still recovering from a fall. Byrd thanked the Goss staff for keeping the bookstore open when volunteers aren't able to staff the store. This has resulted in an increase in income. Byrd also mentioned that book donations were down.

Jean asked for approval to purchase a book in memory of Suzanne Berends who was a bookstore volunteer. An amount of \$25 was suggested with a motion by Parsons and 2<sup>nd</sup> by Davis. Jean asked Jensen to find a book.

Friends member Heather Puppa who manages the Friends Facebook gave a report. Said people were 'liking' posts, and number of people who like the page has increased. She requested an update to the 'about' blurb since it was from 2013, and also to update the logo. There was lengthy discussion on strategies to increase library exposure on Facebook. Michelle Carr offered the idea of posting at certain times, boosting posts, sharing posts – she offered to boost some of the library posts herself. Puppa suggested that events/programs be posted earlier instead of posting the day of. This would allow people time to plan if they want attend a program. Jensen said this wouldn't be an issue and would be discussed with staff. Heather suggested that each branch librarian send a blurb each month along with some pictures of an event/program for her to feature. Heather also receives the monthly flyer and tries not to duplicate what is posted by the library. An update was also given on the Little Free Library. Girl Scouts are working on a silver project to build a Little Free Library to be placed at the new Technical Services building in Anahuac. Puppa said there would be no money needed for materials, but asked if the Friends would cover the cost of registering the library to receive a plaque. Michelle Carr offered to donate the plaque. Now that cookie season is over, the Girl Scouts will vote on a kit to create, and begin construction in May to complete in June. There will be a presentation to Commissioners' Court once the Little Free Library has been completed.

Valerie Jensen asked if the Friends would approve a Sam's card for \$45/year. Supplies, food, other bulk items are purchased each year, and this will save money long term. Dues will be paid annually out of 885, and items purchased will be paid out of 481. A motion to accept was made by Davis, with a 2nd by Parsons.

Jensen discussed a request from Anahuac for \$350 in seed money for a painting fundraiser to be held in August. A motion to accept was made by Byrd, with a 2<sup>nd</sup> by Griffin. Jensen then discussed a fundraiser idea for the Goss staff to have for the local animal shelter. No discussion or vote was needed since this was more of a library program than a Friends related fundraiser topic.

Jensen gave a construction update for Anahuac and Winnie. The Anahuac branch will be getting new carpet and shelving in 2019. Small renovations will be made to some of the interior in 2020 to finalize Anahuac's remodel. The groundbreaking for the new Juanita Hargraves Memorial Branch in Winnie will be held in October. Construction will begin shortly after that with a completion date of late 2020.

Jensen mentioned grants that were written by Annie/Valerie on behalf of the Friends. Grants included Walmart, HEB, Entergy, Community Resource, OneOK, NRG, and Shell.

Annie gave an update on the wish list. All items were purchased and wish list has been completed.

Next topic was discussion for topics to include in the summer newsletter. The group asked if we needed a newsletter, how much activity did the previous one receive, and do we want to continue printing the newsletter for the public. Vass pulled up statistics which showed the times the previous newsletter was opened, how many people engaged with it by clicking on links, and how many people unsubscribed. Overall, it was determined that it was not worth the time and effort to do a newsletter due to the amount of people who unsubscribed and did not open the newsletter. Instead, efforts to engage people through social media will be made, as well as generic summer reading promotional emails. Parsons

suggested an online newsletter through Library Aware just for adult programs. Library staff will work on a newsletter for kids/teens/adults to promote summer reading, and branch staff can do their own mail outs once the schedule has been finalized.

Meeting was adjourned at 6:40pm. Next meeting is scheduled for Aug. 8 at 5:30pm at the Chambers County Library in Anahuac.