

Alpine Public Library Board of Directors

Thursday, May 8, 2014

6:00 PM

AEP Foundation Multipurpose Room

Mission: The Alpine Public Library connects our diverse and geographically remote communities with information resources to encourage literacy and promote lifelong learning.

Vision: The Alpine Public Library envisions a future in which individuals and families are engaged, lifelong learners.

Member's Present: Margaret Mathews, Perla Bermudez, Paige Delaney, Jim Glendinning,

Ginger Turner, Linda Bryant, Chuck Newcomer, Jon Roe, Filemon Zamora

Member's Absent: Tom Mangrem and Carol Offenstein

- I. CALL TO ORDER: 6:01 pm

- II. INTRODUCTION OF GUESTS AND ANNNOUNCEMENTS: None

- III. CHANGES TO THE AGENDA: None

- IV. APPROVAL OF MINUTES
 - A. Changes to BOD Minutes 4/10/14: New Business/Director's Report: Scott Briggs not Grigg; Tocker Foundation and not Tucker; Reports/Donor Subcommittee: clarification that two different letters are being sent out to each respective target group. The BOD approved the 4/10/14 minutes with the above noted changes.

 - B. Friend's minutes for 4/8/14 approved by BOD.

- V. REPORTS
 - A. FINANCE COMMITTEE
 - i. April 2014 Financial Report
 - Responses to last month's budget questions from Paige:
 - 1. **Contributions income is at 18% and we should be at 25%:** We are on track with donations at this time
 - 2. **Concern about in-house/commercial printing:** We can try in-house printing for the next annual report, however the drafts I printed here were not great quality. We

may be able to spend less per page by sending to an online company, but most seem to require many more copies than we needed. I feel an annual report is a necessity; the format is flexible. I received extremely favorable feedback from donors about our calendar.

3. Telephone budget: I contacted ATT and our retroactive e-rate discount should show up on our next bill in the amount of \$337.

4. Electricity projection: Our April electric bill was about 10% of April 2013.

There is a link to the monitor on our website:

https://enlighten.enphaseenergy.com/pv/public_systems/Pzqf326310/graph/days

5. Display Budget: We make all our displays with on-hand or borrowed items. This budget line item is for book easels and signage/hardware, which are expensive and do need occasional replacement.

6. Annual Credit Card Fees: We pay fees to the bank in order for APL to accept credit cards from patrons. The fee is not for APL credit accounts/purchases.

ii. 2014 Budget Amendment:

1. BOD previously approved moving \$5,688 from City of Alpine income to Fundraisers/Special events income
2. Payroll Line Item: 4% increase due to change in hours
3. Retirement Accounts for Staff: Edward Jones states that an employee must be with the Library for 2 years; simple IRA with 2% contribution by the Library or an up to 3% dollar per dollar match. For each qualified employee this would set the Library back a maximum of \$3,000/year. About ¾ of the staff may be interested and most are not yet qualified.

BOD approved the amended 2014 budget for item 1 and 2 above; item 3 is to be addressed by the finance committee for next year.

iii. Audit-update depreciation schedule

1. Remove Marathon property
2. Remove filing cabinets
3. Remove Nau computers
4. Add kids patio cover and fence
5. Add acoustical paneling
6. Add security system/cameras
7. Add handrail

8. Add solar panels

BOD approved the updated depreciation schedule listed above pending final ruling from auditors as to what needs to be included.

B. FUNDRAISING EVENTS COMMITTEES

- i. Pampered Chef/Humpday Lunch: will be incorporating something in with this month's Hump Day Lunch
- ii. Pampered Chef Party: being scheduled for June
- iii. Wine and Art Event: Laurie Garza is talking to Charles Bell about hosting a function where people are invited to come and paint art and drink wine. People will pay a fee to attend and bring their own wine. Charles has agreed to host the event, but charges to hold the event are being discussed.
- iv. Collaborative Art Piece: to be donated to the Library for auction
- v. Hump Day Lunch: May 21; hot dogs; food donated; sign up sheet for workers; June 25 will be the next event with BBQ rolls
- vi. Yarn Arts: will hold a fundraiser for the Library on June 20; items for sale
- vii. Jaston Williams: still in progress; more likely to be held in 2015
- viii. Golf Tournament is on hold: individual who would put together is out on training for three months
- viiii. Kickball Tournament is being pushed back to June due to May being a busy month
- ix. Calendar of Historic Alpine: has been done in the past by Bill Baity in the early 80's
- x. Garage Sale: Scheduled for September and then again around February
- xi. Silent Auction: There will not be a buy it now table; Mary Jane is the chair and Kathy is the Volunteer Coordinator; donations be valued at \$25 or more
- xii. The Pilot Club has made the Library their service project for the year
- xiii. An Evening with author Elizabeth A. Garcia scheduled for Friday, June 6.

C. DONOR SUBCOMMITTEE

- i. The by-laws for the board of directors states that we have a financial obligation to the library
- ii. The letter to be sent to ranching individuals is still being worked on; has not yet gone out
- iii. A letter was sent on April 15 to the faculty/staff of SRSU through email. There has only been one response. A follow up letter is to be worked on. If directed to the library website there is a location to donate directly.

- iv. Donor Bricks: Six bricks are on display, six more orders are waiting to be placed; waiting for the order to reach 10 to avoid extra \$15 charge, it was mentioned to possibly host one of the Chamber of Commerce's monthly mixers and present the bricks for purchase.
- v. Business Sponsors: certain business have been actively targeted over the past several years; based on a perceived strong relationship to the library (they offer services that we can relate to what we do). All business are actively solicited to become Friends members but has not been working out to well; new efforts are being developed to solícite business throughout the year with membership for a full 12 month period. Business that support the library have logos that are displayed on the library computers, on the overhead display, newsletters and on website.

D. FOUNDATION APPEALS

- i. 18 foundations have been contacted by phone, letter, and on the internet. Eight negative replies have been received: for two we are not in their geographical area, Brown Foundation is not giving money to anyone that is not already on their list, others don't support libraries, Abell-Hanger Foundation from Midland looks promising and a response is given within two weeks. Applications are only being looked at once or twice a year. Two foundations said they would contact us at a later date.
- ii. La Brazada Foundation-\$2,500 grant for general operating funds
- iii. Pending applications are out
- iv. Family Leadership Institute-two grants, offer up to 50% in general operational funds

F. PHYSICAL PLANT

- i. Hand rail is in; HUD paid for materials and labor
- ii. ADA corrections are almost all done: a 1" lip still needs to be fixed on the handicap ramp
- iii. Tom is also talking to the ADA about potentially donating a speed bump
- iv. Plans to build a doorway to separate the multicultural room from the library have been set a side

G. FRIENDS

- i. Re-reads will be 10 yrs old on Saturday, June 14 and will be celebrated in Re-reads. Friends are asking the BOD to bring two dozen cookies each. If they are not all given out, they will be frozen and given out for the June Hump Day Lunch.
- ii. Rare and Interesting Sale will be sent to Texas Book Sellers next week

H. General Library News

- i. Stacy has been hired as the Circulation Assistant. She comes from the Border Patrol Museum in El Paso and has some nonprofit experience. She has also had success in increasing and maintaining their friends group.
- ii. Kathy Fox has joined one day per week as a technology librarian
- iii. TLA-task force finalized recommendations for Texas State Library Accreditation criteria
- iv. Inter-library Loan System-panel presentation; APL was one of the pilot libraries involved

VI. OLD BUSINESS:

- i. Parking Lot: One or two speed bumps are wanted; people are cutting through the parking; if it can't be donated we will try and use HUD money to purchase a nailed down speed bump (\$700) if funds available.
- ii. Paint: No progress. The city does not have a painting machine. The county has been approached and it needs to be put on their agenda. Painting machines can be bought for \$100-\$7,000. The city uses a wooden form where they use a roller. Paint from McCoys is about \$3.00 a can (5-6 cans are estimated). There is a sealer that can be applied to hold paint longer.

VII. NEW BUSINESS: None

VIII. SET NEXT MEETING

June 12, 2014

IX. ADJOURNMENT: 7:04