



Quarterly Meeting of the Executive Board – Tuesday, May 11, 2023  
Chambers County Library, Anahuac

County Librarian Valerie Jensen called the meeting to order at 5:01pm. Those in attendance: Librarians Valerie Jensen and Annie Vass. Members, Jean Forrest, A. Lynette Parsons, Patti Long, Elaine Byrd, and Nellie Lunsford. Not present: Lena Yopez, Vicky Gaulding, and Susanne Bogan.

The meeting began with the Treasurer's report. Parsons gave an update of the current balances in the 3 accounts associated with the Friends, including the HOT funds (Nerd Con) account, Amazon Smile, and Kroger rewards. A motion to approve the Treasurer's report was made by Forrest, with a 2<sup>nd</sup> by Byrd.

The previous minutes were read and a motion to accept was made by Forrest, with a 2<sup>nd</sup> by Parsons.

New Business: A motion to dissolve the Friends of the Chambers County Library System was made by Parsons. Jensen spoke of administrative changes, which would leave the current state of the accounts unable to function. Parsons suggested to immediately pay for any upcoming contracts for Summer Reading events, stop utilizing the Amazon accounts and close once all cleared. Contact PayPal and Kroger to download any outstanding funds and close those accounts. Distribute 885 account funds to 3 branches equally; after that, any funds they collect as donations are kept in branch. Get cashier's checks for 481 and HOT funds and take to County Treasurer. Pay state comptroller for any tax revenue due to date and inactivate account. Notify Fed if necessary to inactivate account. Close out bank, including debit and credit cards. Box up all records and leave for new staff to initiate start-up of organization. A motion was made by Parsons, with a 2<sup>nd</sup> by Forrest. A unanimous vote was passed. Jensen and Vass thanked the group for their years of support and work.

Jensen asked Long for an update on ESL classes. Very successful, with another volunteer who may possibly teach a 2<sup>nd</sup> class. An outstanding grant for ELS materials was written by Kellee Traylor through the Texas Book Festival.

Meeting adjourned at 5:51pm by Jensen.

Respectfully submitted for the last time,

Valerie Jensen  
County Librarian



## Addendum to minutes from May 11, 2023 quarterly meeting

An email was sent by County Librarian Valerie Jensen asking the Friends to reform due to the Friends bank account holding HOT funds (from Chambers County), and grant funds (from the City of Mont Belvieu) that is used for Nerd Con, an annual event at Mont Belvieu.

*Email from Valerie Jensen to Executive Board on May 23, 2023:*

*Since a vote was passed at the last meeting to dissolve the Friends that means all the accounts were to be closed after the money was spent. Lynette, before she left as Treasurer, gave some money to the branches but there is still some left. Since we have HOT funds that runs through this account, we need to keep the account open so we can accept payments from PayPal. That event is in October so if we can get a vote from you guys to reform the board now and get us through October (maybe Friends comes back by then) that would be very helpful.*

**Responses from board member:**

Susanne Bogan – yes

Lena Yepez – yes

Vickey Gaulding – yes

Jean Forrest – yes

No answer: Elaine Byrd

Email vote passes to reform the Friends board. Future meeting dates to be announced.

Valerie Jensen, County Librarian