



Friends of the Library Annual Meeting—April 22, 2025 | 4:00pm
Juanita Hargraves Memorial Library, Winnie

Meeting called to order by Friends of the Library President Elaine Byrd at 4:00pm

Those in attendance: Chambers County Commissioner Jimmy Gore, Chambers County Auditor Aaron Thomas, Chambers County Purchasing Staff Carolyn Jureczk, and Chris Daniels, Chambers County Librarian Molly McGinty and Asst. County Librarian Mandy Sheffield, Branch Heads Aquilia De La Cruz, Yolie Belt, and Connie Lee; Friends Board Members: Elaine Byrd, Chris Jircik, Jean Forrest. Guests included Nellie Lunsford, Jennifer Sheffield, Sue Hawthorne and Kim Hart (past Secretary)

Welcome

Board President Elaine Byrd welcomed everyone in attendance and introduced library staff.

Introduce Mandy Sheffield

Board President Elaine Byrd welcomed Asst. County Librarian Mandy Sheffield, asking her to provide a brief introduction about herself. Connie Lee was also introduced as the new Winnie Branch Librarian.

Introduce Guests

Chris Jircik introduced guests in attendance; County Commissioner Jimmy Gore, Chambers County Auditor Aaron Thomas, and Chambers County Purchasing Staff Carolyn Jureczk and Chris Daniels. Commissioner Gore provided an update on the progress of the Anahuac Library at this time.

Board Member Nominations - Nellie Lunsford, Jennifer Sheffield

Chris Jircik made a motion and Jean Forrest seconded to nominate Nellie Lunsford as Secretary (a current vacant position). Motion carried. A motion was also made by Chris Jircik and seconded by Jean Forrest to replace Lena Yopez and Mark Sizemore with Kim Hart and Jennifer Sheffield. Motion carried.

Approve January Minutes

The January minutes were presented to those in attendance. Chris made a motion to approve the minutes as presented with a second made by Kim Hart. Motion carried. Chris Jircik also made a motion and Jean Forrest seconded to have minutes emailed to the board after each meeting for approval, then having the library staff (Molly/Mandy) post them to the website. Motion carried.

The intention is to have the minutes approved and posted in a timely manner, rather than

waiting 3 months for the next meeting to have them approved and posted.

Treasurer's Report

Chris Jircik provided the treasurer's report. Each account was reviewed and the comptroller's filing also provided to the Friends group. Jean asked the status of the funds referenced in the January minutes that were left over from Cindy's and Yolie's fall programming. Molly indicated she still had the funds with receipts and would return them to Chris for deposit back to the Friends account for future use. Jean Forrest made a motion and Kim Hart seconded to approve the treasurer's report as presented. Motion carried.

Disbursement of Funds (Gift Cards, Purchasing, PayPal Account)

There was lengthy discussion regarding purchasing of gift cards, incentives, and supplies for library programs and activities. Chambers County Auditor Aaron Thomas and Commissioner Gore both shared their concern for handling cash and preferred methods of tracking expenses according to county policies. It was determined that the county will work with library staff to facilitate purchases through use of a credit card and the Friends group would work with the County for depositing funds. Incentive gift cards will be purchased through the Friends group and tracked on a log sheet according to how they are distributed (who receives them). Auditor Aaron Thomas offered to work with County Librarian Molly to identify authorized credit card users and establish correct accounts within their system.

Chris Jircik asked about the PayPal account and how to withdraw money from it. Aaron Thomas stated that it should be linked to the Friends account and the app (PayPal) should allow a withdrawal to the bank account.

Librarian Report

Chambers County Librarian Molly and Asst. Mandy provided the quarterly report with statistics from the three branches. This year's Summer Reading Program theme is Color the World. The libraries will be attempting to register in advance.

Changing Meetings to Mondays

Board President Elaine Byrd asked the group about moving meetings to Mondays instead of Tuesday. A motion was made by Chris Jircik and seconded by Jean Forrest to change the meeting dates to Monday. Motion carried. Next meetings will be July 21 in Anahuac and October 27 in Mont Belvieu.

Appoint Bylaw Committee

Board President Elaine Byrd asked the group if anyone was interested in joining this committee to review the current bylaws. Chris Jircik, Kim Hart, and Nellie Lunsford offered to meet Monday, April 28, 2025, at 2pm in Anahuac.

Open Quarterly Meetings to All Members

Jean Forrest reminded everyone in attendance that all meetings are open to the public. Should anyone want to make a public comment, they should be able to. After brief discussion, it was decided to table this portion of discussion until the Bylaws Committee could revise the bylaws to include this topic.

Summer Reading Program

Covered the summer reading program under the Librarian Report and during earlier discussion.

Book Label Fundraiser

County Librarian Molly shared information regarding the Book Label fundraiser. Board President Elaine Byrd asked Molly if she would email the group the winning image. Concern was shared from Elaine about the Friends group not being involved in the contest and decision making. It was shared that the Friends group preferred to call a meeting between scheduled quarterly meetings as needed in the future.

Kim Hart offered to volunteer her time at the Mont Belvieu branch during Summer Reading Program (SRP) kick off week to sell Book Labels. Nellie suggested we reach out to members to see if we can staff the other branches during peak times of the SRP kick off week to do the same. This would be a fundraiser for the Friends group.

Fundraiser Ideas

This topic was tabled.

Distribution of Friends Membership Information

Chris Jircik asked the library staff if they would like membership information. The information was declined.

Update Stellar Bank Signers

A motion was made by Chris Jircik and seconded by Jean Forrest to update the bank signature cards with the following changes: Remove Molly McGinty and Kim Hart. Add Board President Elaine Byrd, Treasurer Chris Jircik and Secretary Nellie Lunsford. Motion carried.

Meeting Adjourned at 5:42pm.

These minutes have been reviewed and approved by the Board as of April 25, 2025.

***See Addendum(s) on the next page.**

ADDENDUM(S)

Gift Card Request

After the April 22, 2025 meeting adjourned, Treasurer Chris Jircik received a request for gift cards to be used for the Summer Reading Program. Chris shared the list with the Friends of the Library Board (Elaine Byrd, Nellie Lunsford, Jean Forrest, Kim Hart, Jennifer Sheffield) and received the below motions to approve. A motion was made by Elaine Byrd and seconded by Kim Hart to approve the gift cards as requested. Motion carried.

5:07pm - Elaine Byrd motion received

5:31pm - Kim Hart seconded motion

Received from Chris Jircik:

Yesterday, after the Friends meeting, Molly presented me with a list of Gift Cards that librarians request for the Summer Reading Program. We had already adjourned the meeting, so we were unable to approve this expenditure, so I am emailing the list and making a motion for approval to purchase these gift cards. If I could get a second and have each of you would please respond either YES or NO, so we can proceed -
Chris

Membership Chair Appointment

June 2, 2025

Board Chair Elaine Byrd appointed Kim Hart as Membership Chair for the Friends of the Library. Remaining board members were in agreement of this appointment.