
Friends of the Texas A&M University Libraries

Board of Directors Meeting Report

Call to order

The Summer Retreat 2025 Board Meeting was called to order by Friends President Linda Hartman at 9:11 AM on July 26, 2025. This meeting was held in person> at Sterling C Evans Library Room 204A.

Agenda

A copy of the agenda as submitted by Friends President Linda Hartman is attached to these minutes as **Appendix A - Agenda**.

Attendance

Secretary Hunter rolled out a QR code to test for 'signing in' rather than traditional paper. After some small tweaks, all in attendance were able to sign in. The list of attendees is included in **Appendix B - Attendees**.

Welcome and Introductions

Friends President Hartman welcomed everyone to the meeting and thanked everyone for coming. All members introduced themselves, shared their backgrounds, current residences and connections to Texas A&M University. A majority was present.

Resignation of Board Member

Frank announced his resignation from his new board term, requesting a one-year sabbatical before returning for a three-year term. The Board discussed if he would return with a two-year (current term minus the off year) or start fresh with a three-year term. President Hartman accepted the resignation with the understanding that Frank's name would be placed back on the nominating committee's list for the following year. We also mentioned the need to review the bylaws regarding term limits, as the current rules may need clarification for non-consecutive terms. The conversation ended with a reminder about reading the Conflict of Interest section of the bylaws and signing the associated form annually.

Approval of Minutes

The minutes for the February 2025 Board Meeting were reviewed, and a couple corrections were noted; they were approved as corrected.

The minutes for the April 2025 Annual Meeting were reviewed and a spelling error was noted; they were approved as corrected.

University Librarian Report

Julie Mosbo Ballestro reported that they have been busy with lots of happenings.

1. Official approval to rename the Business Library Collaboration Commons back to West Campus Library was received. The changes to website, maps, logos and other locations are in the, but we may see both names used for a little while.
2. The renovation priorities were presented to the Executive Facilities Committee last week.
 - Create dedicated space for our academic partners on Evans' Second Floor, which will require relocating our Marketing to team to the Administrative Suite.

- Create a formal reading room, more small study rooms, and refreshed open study spaces on Evan's Sixth Floor.
- Create a Studio 2.0 on WCL Second Floor.
- Light renovation to create study zones with mixed seating on MSL Second Floor.
- Create a Makerspace & Innovation Commons on Annex Sixth Floor.

The presentation was well received, and Julie is optimistic about moving forward. The next step is to get on the Campus Capital Project list; hopefully this spring, but it may be bumped to Fall 2026.

3. Julie introduced a couple of new spaces this fall:
 - A pilot makerspace, the Maker Zone, which will be in Evans Room 208 due to the lack of circuits in the Annex . It will have sewing machines, a heat press, vinyl cutting machines, surgeons and more. It will be open to all students regardless of major; they will be able to reserve time in the space to create and experiment. They are trying to partner with other spaces with plans to hold workshops and webinars. The library is leaning into a peer-to-peer teaching model. Hopefully it will be open by the start of the semester.
 - The Aggie Moms Lounge, which needs refreshing, will have a small board game collection and gaming tables to the space to give students a fun way to take a break and enjoy some friendly competition.
4. Julie reminded everyone about the Library Open House on August 22nd, 2-4 PM. The theme this year is REVtastic. Board Members should contact Kiara to volunteer.
5. There have been several new hires that align with the priorities and initiatives noted – the Director of Digital Collections now has a Support Librarian, a new Oral Historian (working on 150 oral histories by the beginning of the 150th anniversary), a Maps Curator, a Special Collections and Archives Engagements and Outreach Librarian, a new Digital Preservation Librarian, a new Digital Humanities Librarian, a new person in the Open Ed unit.
6. Julie is co-chairing the upcoming Sesquicentennial, which starts October 4, 2026. Bringing in people to look at merchandising and looking to final a list of events; working with a company on the tag lining. Exhibit ideas were discussed.

Committee, Council, and Working Group Reports

Reports are included in **Appendix C – Reports**. Due to time constraints, President Hartman asked if, in the interest of time, the group would be willing to accept an update on Brazos Valley Gives, the Operations Committee and the AFS Constituent Network Updates via email.

Financial Report

The financial reports are in **Appendix D – Financial Report**

. Treasurer Melissa DeWitt did not have a full report since a Finance Committee hasn't been created yet.

Paver Status

The latest report is included in **Appendix E – Paver Program Report**.

Library Liaison Report

Adelle Hedleston gave an update on the AVF Inventory Student Worker Project and the remaining funds. She discussed the coffee table book that will be printed by A&M Press. The plan is to ask for PACE Grant funding from Friends when more details are known. Adelle's full report is included in **Appendix F – Library Liaison Report**.

Software Update

Secretary Hunter explained the functionality of website versus the Membership Toolkit software.

Moved by President Elect Carolyn Phelan to pause the meeting for lunch and committee breakout sessions. The motion was seconded by Peggy Nolan. There was no discussion.

The meeting resumed at 2:48 PM.

The Financial Committee presented a budget for the year. **Moved by President Elect Carolyn Phelan** to accept the Budget. The motion was seconded by Peggy Nolan. After redispersing some funds, the Budget was accepted.

Motions

Included here is a short recap of key motions made during this meeting.

- Moved by Carolyn Phelan to pause the meeting until after the committee breakouts. The motion was seconded by Peggy Nolan and passed unanimously.
- Moved by Carolyn Phelan to accept the Budget presented by the Finance Committee. The motion was seconded by Peggy Nolan and passed unanimously.

Announcements/Notes

- President Hartman will send follow-up emails – updates for the skipped Activity Updates and a survey over the Summer Retreat.

There being no further business to bring before this meeting, Friends President Hartman adjourned the meeting at 4:08 PM.



Secretary

Date of approval

Appendix A – Agenda

1. Welcome & Introductions
2. President's Remarks
3. Minutes for Approval
4. University Librarian Report
5. Committee Reports
 - a. Nominating
 - b. Membership
 - c. Marketing
 - d. Finance
 - e. Annual Meeting
6. 2025-2026 Activities Discussion
 - a. Director Committee assignments
 - b. By-Laws Working Group
 - c. Brazos Valley Gives
 - d. Website management / Digital Communications
 - e. Operations review
- f. AFS Constituent Network
 - g. Board Director recruiting
7. Paver Program
 - a. Status review
 - b. Ongoing Program management
8. Library Liaison Report
 - a. Audio/Visual/Film (AVF) Inventory Student Worker Project
 - b. Endowments Report
 - c. Upcoming Library Events
9. Membership Tool Kit
 - a. Current status
 - b. Member action
 - c. Board Resources website section
 - d. Next Steps
10. Adjourn

Appendix B – Attendees

Members Present

Linda Hartman, President
Carolyn Phelan '89, VP/President Elect
Karen Hunter '85, Secretary
Melissa DeWitt '77, Treasurer
Peggy Nolan, Past President
Dawson Bremer '86
Janet Davis '79
Cathy Gist '92
Robin McMahan
Sue Ellen Miner '81
Kris Petersen '81
Virginia Shanks '88
Shanedria Wagner '92

Library Staff

Julie Mosbo Ballestro
Adelle Hedleston
Kiara Jackson

Appendix C – Reports

Nominating Committee

Date: 21 July 2025

Committee Name: Nominating Committee

Committee Chair: Linda Hartman, President

Committee Members: Sue Ellen Miner
Rita Millwee

Ex-Officio Members: Peggy Nolan, Past-President
Adelle Hedleston, Library Executive Liaison

Executive Summary:

- Board Director Sharon Smith requested to step down from VP/Membership position due to an unexpected professional obligation.
- Existing Committee called into service for VP/Membership Officer position vacancy
- During the original nomination process, no other Director names were put forth or volunteered.
- The committee supports allowing an appropriate amount of time to conduct a search for a new nominee. Committee considers this in the best interest of The Friends organization as this Officer position is on the Executive Committee.

Supporting ByLaws Information:

- Article V, Section 2, Officers: The officers of the Corporation shall include a President, one or more Vice-Presidents, one of whom shall be designated as the President-Elect, Secretary and a Treasurer.
- Article V, Section 2, A. Duties of Officers: The Vice President / Membership: The VP/Membership, with the assistance of the Executive Liaison, will coordinate all membership activities, including but not limited to the recruitment of new members, and will report annually on membership statistics.
- Membership Committee is not listed in the By-Laws and is a separate entity from the VP/Membership officer position. The only committees specified in the By-Laws are Executive and Nominating. (ref: Article V, Section 1, Item B – Committees)

Recommendation:

- Leave the VP/Membership Officer position vacant for 2025-26 membership year

Membership Committee

Report given by President Elect Carolyn Phelan.

Membership Report for End of Year 2025

- 7 Life Members (no longer have this category)
- 2 Annually Recurring Benefactor \$1000
- 5 Annually Recurring Partner \$250
- 4 Annually Recurring Sustaining \$100
- 11 12th Friend (\$12/month recurring)
- 2 Sterling Friend (\$100/month recurring)
- 9 Benefactor \$1000
- 8 Patron \$500
- 17 Partner \$250
- 27 Sustaining \$100
- 2 Student/Staff \$25

Total across all types of Membership Levels: 94 members

This counts a couple as one “member” unless they each paid for a separate membership.

Membership Tool Kit will provide an integrated system and will make it easier for us to keep track of memberships, BUT it will require all of our current members to go into MTK to create an account and make sure that their information is correct. And if they are on recurring credit card withdrawals, they will need to reenter their card numbers. We will have to get that word out to everyone. Shortly before the Annual Meeting we imported all 94 members and about 600 other names of people that we have one our list as at one time being interested.

We need to make growing our membership a big goal for the upcoming year.

Carolyn Phelan '89
VP for Membership

Marketing

No report.

Finance

A Finance Committee has not been formed yet.

Annual Meeting

Report given by Past President Peggy Nolan.

2025 Annual Meeting Report

The Annual Meeting of the Friends of the Texas A&M University Libraries was held in College Station at the Embassy Suite Hotel on Saturday, April 26, 2025. The keynote speaker was Rob Clark, author of *Live from Aggeland-Legendary Performances in the Brazos Valley*. The meeting featured a welcome hour of complimentary Mimosas and Bloody Mary's followed by a seated luncheon. Throughout the day a silent auction of 21 items, including jewelry, art and one of a kind experiences were on display for all to bid on. The entertainment during the meal was provided by John Krajicek and the Borderline Social Club band.

The Executive Committee presented year end reports. The first Presidents Recognition award was announced. \$2500 has been directed to the TAMU Galveston TS Kennedy for a leisure reading library. As this is the last year for the cadets to sail on this training ship, the books will be moved when the new ship-NSMV Lone Star arrives in Galveston. The new board members were presented and elected followed by the election of the 2025-26 Executive Committee.

Below is the accounting of the event. There was a total of 65 guests present.

Income			Expenses			
Sponsors			Venue			
	Superstar	2000		Meal		2279
	Headliner	4000		Welcome Bar		728
Underwriter			Printing			
	Welcome Bar	1500		Invitations/postage		1598
	Sponsor night	1500		Meeting materials		171
Tickets		2250	Book cost			494
Book Sales		775	Speaker			500
Auction		3595	Band			500
Donations		650	Centerpieces			142
Texas Pioneer Fund		1000	Sponsor night			272
Gross Income		17270	Misc tips			160
			Photographer			675
			Total Expenses			7519

Appendix D – Financial Report

Statement of Financial Position

Friends of the Texas A&M Libraries

Statement of Financial Position

As of December 31, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Amarillo State Bank CD #1	25,616.44
Amarillo State Bank CD #2	25,616.44
Prosperity Bank	83,387.64
Texas Pioneer Program Fund	17,500.00
Total Prosperity Bank	100,887.64
TAMU Library Account	0.00
Total Bank Accounts	\$152,120.52
Total Current Assets	\$152,120.52
TOTAL ASSETS	\$152,120.52
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
Retained Earnings	141,261.51
Net Revenue	10,859.01
Total Equity	\$152,120.52
TOTAL LIABILITIES AND EQUITY	\$152,120.52

Statement of Activity

	Total	24-25 Budget
Income		
Membership Income		
Annual Recurring	1,200.00	2,400.00
Memberships	9,165.00	20,000.00
Monthly Recurring	1,676.00	1,440.00
Total Membership Income	12,041.00	23,840.00
Brick Paver Program	3,650.00	4,850.00
Retreat Fees	1,725.00	1,650.00
Sesquicentennial Donations	100.00	-
Annual Meeting Income		
Auction Income	-	4,000.00
Sponsorships	-	16,500.00
Registrations	-	3,000.00
Book Sale Income	-	-
Total Annual Meeting Income	-	23,500.00
Brazos Valley Gives	3,609.00	3,600.00
Other Donations	4,250.00	3,000.00
Interest	1,322.00	150.00
Total Revenue	\$ 26,697.00	\$ 60,590.00
Expenditures		
Advertising and Marketing	1,118.00	3,500.00
Annual Meeting Expense		
Books	-	
Marketing	303.00	800.00
Venue	1,000.00	1,500.00
Food and Beverage	-	5,000.00
Friday Night Expenses	-	1,500.00
Photography	-	675.00
Decorations	-	300.00
Printing	-	500.00
Postage	-	300.00
Credit Card Fees	-	750.00
Speaker Fees	-	1,000.00

Total Annual Meeting Expense	1,303.00	12,325.00
Fundraising fees	150.00	150.00
Credit Card Fees	443.00	750.00
Insurance	316.00	400.00
Office expenses	1,109.00	2,877.00
Paver Expense	4,921.00	875.00
Retreat Expenses	1,078.00	2,500.00
Software and Website Fees	-	600.00
Tax Preparation	-	500.00
Total Expenditures	10,438.00	24,477.00
Net Operating Revenue	\$ 16,259.00	36,113.00

Library Support		
Longevity Awards	5,400.00	5,400.00
Opportunity Scholarship	-	500.00
Total Library Support	5,400.00	5,900.00
Net Revenue	\$ 10,859.00	\$ 30,213.00

Beginning Balance as of May 1, 2024	\$141,262.00
PACE Grant Project 1	(12,000.00)
PACE Grant Project 2	
Texas Pioneer Fund	(17,500.00)
Sesquicentennial Fund	(81,500.00)

Note: The Abbott Fund has \$8,500 for Sesquicentennial Fund

Total Designated/Restricted Funds	(111,000.00)
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Remaining Cash Balance	\$41,121.00
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Appendix E – Paver Program Report

Friends of the Texas A&M University Libraries Paver Program Report February 7, 2025

Background:

The Friends Paver Program was revived in Fall 2023 with the goal to have it serve as an additional source of revenue for the Friends and funding for the Libraries. Orders were taken at \$100 per paver through the Board Challenge and the notice of a Paver Price Increase. The Board approved a price increase from \$100 per 4x8 paver to \$150, effective May 1, 2024 through April 30, 2026. The Board also designated all net proceeds from paver sales to go toward the Friends Texas A&M University Sesquicentennial Fund through April 30, 2026.

Progress:

In May 2024, 118 pavers were ordered which were installed in the Friends of the Texas A&M University Libraries Plaza on August 5, 2024.

In September 2024, 21 pavers were ordered – this order has been delivered and is awaiting installation. The Libraries have received a quote for the paver installation and there is no installation date set at this time. The Libraries have volunteered to cover costs associated with installation at the Friends Plaza.

There was an issue brought forward by SSC about the "rolling" or bumpy Plaza surface with a suggestion that be remediated before additional installations. Kiara Jackson, Libraries Administrative Coordinator, has shared that issue has been resolved and further installations can take place since the Libraries facilities team is happy to move forward with the installations and they have been following up with SSC about the work order.

The addition of the 21 pavers will increase the number of inscribed pavers in the Friends Plaza to a total of 266. This is a 108% increase of installed pavers since August 2024. \$11,559 has been raised since August 2023 and restricted to the Friends Sesquicentennial Fund.

Current State:

We have been informed by Bricks R Us that the paver color that we have been using - #44 Mahogany – has been discontinued by all brick manufacturers. The company located a pallet in their warehouse that allowed them to fulfill the September order. The Friends purchased the remainder of the pallet – 120 pavers – for future orders.

Bricks R Us suggested an alternative would be to use an 8x8 paver cut in half. A sample of a cut and inscribed paver was sent to the Libraries. By itself, the paver with the cut edge looked fine. The only difference is there is no bevel on one long side, but the bevels are so small that the missing edge will be noticed when installed.

The Friends may need to create an installation plan of just "where" the cut pavers begin in the Plaza since we now have a 120 paver "cushion".



Updates on Ongoing Projects Funded by the Friends

As of July 25, 2025

Audio/Visual/Film (AVF) Inventory Student Worker Project – see AVF Final Report

HSI Initiatives – Higher Education Center, McAllen TX – COMPLETED FEB 2025

Friends Preservation Assistance Fund

Total Remaining: \$42,624

The collection from the Texas A&M Center for Heritage Conservation (CHC)* arrived at the Libraries in June. The CHC collection documents conservation work on Texas buildings from the 1970s through the 1990s. The items have been quarantined, treated, and rehoused in their entirety. The Preservation Unit has also begun digitizing the collection. Libraries student workers working on this project are funded by the Friends Preservation Assistance Fund.

*Part of the College of Architecture

Friends Paver Program

A donor reached out with an inquiry about where their paver was located. The Libraries does not have a way of keeping track of which pavers are purchased by specific donors. We only keep a diagram of the area.

Audio Visual/Film Inventory Student Assistant Project Final Report

BACKGROUND AND FUNDING SOURCE

In October 2024, the Texas A&M University Libraries submitted a proposal requesting support from the Friends of the Libraries to inventory and assess approximately 7,000 audio, video, and film objects held in the University Archives. The primary goal was to create an item-level inventory with condition notes to lay the groundwork for future digitization and long-term preservation.

Thanks to Friends funding and additional internal support, the project was successfully completed during the 2024–2025 academic year. A total of \$21,000 was budgeted (\$20,000 for student wages and \$1,000 for supplies and equipment).

PROJECT OUTCOMES

- **6,274 films** were assessed, inventoried, and described.
- Media types included primarily **athletic films** (football, basketball, track), as well as campus events, agriculture research, and NASA-related materials.
- Films date from the **1930s to early 1990s**, with the bulk from the **1970s–1980s**.
- All films were reviewed for location accuracy and condition. While many are stable, a portion are in critical need of preservation.
- Work by 8 student assistants has now concluded.

BUDGET RECAP:

- Student Wages Budget: \$20,000
 - Spent: \$17,862.39
 - Remaining: \$2,137.61
- Supplies & Equipment Budget: \$1,000
 - Spent: \$765.98
 - Remaining: \$234.02
- **Total Remaining: \$2,371.63**

PROPOSAL REQUEST – DIGITIZATION PHASE 1:

With the completion of the inventory phase, we now propose using the remaining \$2,371.63 to begin digitizing a curated selection of film reels, with a focus on:

- Films identified as most at-risk during assessment
- Items of high historical or research value (e.g., rare campus events or early athletic footage)

This small-scale digitization pilot will allow us to:

- Test vendor workflows and costs
- Establish access and preservation protocols
- Begin making these materials discoverable for public and research use

This use of funds aligns directly with the original project's long-term goal of securing and enabling preservation and access and will support Texas A&M University's Sesquicentennial Anniversary Celebration.

We will share digitized content highlights and outcomes in a future update and continue seeking external support for additional digitization work.



PACE Grant Progress Report Texas A&M University Sesquicentennial Digital Projects

Funding Source: \$12,000 (2025 funds - \$7,260; 2026 funds - \$4,620)

Timeframe: January 2025 to August 2026

As part of Texas A&M University's 150th Anniversary celebrations, a PACE Grant was awarded to support a student dedicated to conducting archival research that highlights the university's rich history and heritage. Working in close collaboration with Cushing Library staff and the Sesquicentennial History and Heritage Subcommittee, the student is actively identifying, analyzing, and organizing key documents, photographs, and other primary sources that showcase Texas A&M's enduring legacy. To date, the student's work has focused on developing a suite of digital projects that explore the university's historical milestones, global impact, and evolving campus landscape. Key components of this initiative include:

- **Interactive Map of Historic Campus**
A geolocated digital map is in development to showcase historic buildings and significant campus landmarks. This tool will enable users to explore Texas A&M's architectural history and spatial growth, with each location linked to archival photographs and historical context.
- **Global and Statewide Footprint Visualization**
This digital feature maps the university's statewide and international presence, including research facilities, extension offices, and global partnerships. It visualizes the breadth of Texas A&M's influence beyond the College Station campus.
- **Aerial Imagery Timeline**
An interactive timeline of aerial photographs will illustrate the university's physical development from its founding to the present. Users will be able to track the transformation of the campus across decades through historical aerial imagery.
- **"Then & Now" Image Transitions**
This dynamic feature pairs historical and contemporary images of campus locations, emphasizing changes in the built environment. These visual comparisons encourage users to reflect on the continuity and evolution of the university over time.

These digital storytelling tools will be integrated into a larger sesquicentennial platform that complements other archival and educational efforts. The student assistant plays a critical role in identifying, curating, and preparing historical materials for digital presentation.

To date, the interactive campus map has been the primary focus of the student's work. In addition to contributing to digital initiatives, the student is also involved in the conceptual design of a physical exhibition to be installed at Cushing Memorial Library and Archives in Fall 2026. They are also assisting with the development of a chronological timeline by populating a detailed content spreadsheet that will support that feature.

PACE Grant Budget

Semester	Weeks	Hours per Week	Rate per Hour	Total per Semester
Spring 2025	16	15	\$11	\$2,640
Summer 2025	12	15	\$11	\$1,980



Report of Endowments
Held at the A&M Foundation
As of May 31, 2025

**Edward & Billie Madeley – Friends of the Sterling C. Evans Library Excellence Endowment–
Account #57534**

Use: Support the Libraries as determined by the head of the University Libraries in consultation with the President of the Friends.

Endowment: \$150,100

Investment Income earned annually: ~ \$9,500

Income available: \$53,456

Friends of the Sterling C. Evans Library Endowment (Abbott) – Account #57477

Use: Supports programs and projects of the Libraries which may include capital needs and travel expenses for staff of the Libraries. All expenditures from this Fund must be approved by the chief academic/administrative officer of the Libraries, (presently the University Librarian and Asst. Provost). All reports will be provided to the Friends through the University Librarian.

Endowment: \$61,267

Investment Income earned annually: ~\$3,279

Income available: \$45,775*

*Donations given to the income (05) side of Abbott from 2/1/2023 – 4/30/2026 may count towards the Friends Sesquicentennial Fund. The total amount reserved for this fund is **\$8,550**. This amount is already included in the “Income Available” above.