



FRIENDS OF THE SUN CITY LIBRARIES, INC.

April 14, 2016, Board of Directors Meeting Minutes (Revised)

The meeting was called to order at 9:30 a.m. by President Marcia Davis.

Present were: Board members Judy Wannamaker, Marcia Davis, Sue Painter, Camilla Kuberka, Roberta Hawksworth and Pat Bates. Board advisors present were: Mary Anne MacDonald (Bookstore Manager), Frank Patterson (MCLD), Ida Eisert (RCSC) and Tom Everitt (Friends Editor-in-Chief). Not present: Board member Laura White. Guests were: Jeremy Reeder (Deputy Director MCLD), Joyce Kirkham, Jerry Wolzak, Sue Blechl and Cathy Weyers.

Approval of Minutes: Judy Wannamaker moved to accept the minutes of the March meeting, Robert Hawksworth seconded. Motion approved.

REPORTS:

Treasurer: Sue Painter distributed copies of the March 2016 financial statement. Camilla Kuberka moved that the financial statement be accepted, seconded by Judy Wannamaker. The statement was accepted.

A break in committee reports was taken in order to allow Jeremy Reeder, Deputy Director of MCLD, time to present his comments and report. He began by thanking Friends for their continued support and listed three areas where MCLD decisions would affect the Sun City libraries:

- 1) The hours at the Fairway branch will be adjusted; new hours will be 8:00 a.m. to 4:00 p.m. Monday through Friday. The branch will remain closed on Saturdays but that is also under review.
- 2) Office renovations in the former Special Collections room at Bell are nearly complete and better management of staff space is being reviewed.
- 3) Jeremy briefed the Board on a new concept in satellite libraries known as a Smart Locker. The library customer would request materials on-line and they would be delivered by MCLD to the Smart Locker and retrieved by the customer using a valid MCLD card. There is a one-time cost of \$25,000 per unit. This suggestion was tabled for later discussion by the Board.

Action: Jeremy will e-mail Marcia additional information about Smart Lockers.



Sue asked if MCLD had any chairs in storage that might be used in the Bookstore. Jeremy said there were no chairs currently available but suggested that perhaps reupholstering the existing chairs would be a good option.

Action: Jeremy will send Sue the names of the upholsterers used by MCLD.

Tom requested additional information about the Adult Summer Reading Program for an upcoming newspaper article.

Action: Jeremy will ask Brianna King to e-mail Tom the necessary information.

Tom thought that Friends could help with staffing at Fairway if Saturday hours were added.

Action: Jeremy will pursue this discussion immediately in hopes of fast-tracking a decision..

Action: Jeremy also agreed to send Marcia MCLD annual reports for the past few years.

The search for metal library tags for the bookstore continues. Ida suggested perhaps the RCSC metal shop workers could make them.

Action: Camilla will take a sample to the metal shops

Standing Committees:

Publicity: Roberta Hawksworth reported that the Fairway Fun Fair went well; the morning session was well-attended but traffic thinned by after-noon. She suggested we confine participation at future fun fairs to the morning hours. She also reported that the prize drawings were less than successful and perhaps they should be confined to on-site drawings with prizes awarded hourly. She has ordered 1000 bookmarks and will order the next batch from Vistaprint. It was noted a travel cart has been donated for transporting promotional materials. Roberta is currently looking at options for a banner holder. Book sale publicity is progressing well. Tom asked for further RCSC cooperation and Jerry Wolczak offered to provide Joelyn Higgins' phone number to Roberta.

Action: Roberta will get Joelyn's phone number from Jerry.

Finance: Sue Painter reported that the Fry's program is not going well and suggested it be included for discussion at up-coming brainstorming session.

Action: Add Fry's promotion to topics for brainstorming.



Volunteer Activities: Camilla Kuberka was pleased with the response to the Volunteer Dinner at Palmbrook and thanked Tom and Marcia for their opening remarks. She needs name tags for some new library volunteers and will collect that information to give to Mary Anne. Plans are under way for the Summer Volunteer Appreciation ice cream social. The date will be either August 18 or 19 and will be held in the N. Wing Room at Bell from 2:00 to 4:00 p.m., Board members will be asked to make cookies to be served with the ice cream.

Action: Camilla will get the volunteers' names to Mary Anne so name tags can be ordered.

Book Buddies: Judy Wannamaker reported that she had two new patrons generated by the ad in The Independent and three more through a talk she gave at an assisted living facility. She will be holding a meeting of her "buddies" on April 28 and 11 have signed up thus far.

It was also mentioned that some memory care units have a need for readers and Judy said she would look into it.

Action: Determine the feasibility of adding "readers" to the Book Buddies volunteers.

BOARD ADVISORS:

Bookstore Manager: Mary Anne MacDonald distributed the Bookstore's March income report, noting sales are ahead of last year. She asked for assistance in setting up and staffing the Fairway Sale to be held on April 22-23. She is currently overwhelmed with books and storage continues to be a pressing problem. She had an offer from someone who would take the books in bulk and pay by the pound. Mary Anne thought that was contrary to the spirit of the Bookstore and said she would prefer to continue the current method.

Library Manager: Frank Patterson reported that most programs continue to be well-attended. He also announced the hiring of a new manager, Mimi McCain, to begin on May 2. He will bring her to the May meeting to introduce her to the Board. Frank reported the furniture is in for the former Special Collections room and they are awaiting the delivery of shelving. They are still trying to decide on disposition of parts of the special collection. Mary Anne asked if we could leave copies of the Receipt of Donations at the front desk for those times when the Bookstore is closed. Frank agreed.

Action: Frank to bring Mimi McCain to the May meeting

Action: Mary Anne to put donation forms at the front desk.



RCSC Representative: Ida Eisert thanked Camilla for the Volunteer Dinner and noted that Friends will now be included in the RCSC orientation brochure. She also suggested we try to be included in the SCHOA quarterly orientation. Marcia noted that Fun Fair dates have been added to the Friends website calendar.

Action: Marcia will add the SCHOA quarterly orientation to the brainstorming schedule.

OLD BUSINESS:

Camilla will make sure the promotion box list of contents is up to date. It was suggested that a book of procedures be included so that new-comers would know what was expected of them. Mary Anne asked that all promotional materials be kept in one place.

Action: Camilla will update the contents list

Action: Roberta will prepare a procedural "manual"

Marcia noted that the new brochures have been received. 1500 were ordered at 21 cents each. They will be available at the Sun City Visitors Center and at the Bookstore.

Because the meeting was running long, discussion of the volunteer survey form was tabled until the May meeting.

Marcia noted that she was pleased with the number of sign-ups for the book sale e-mail blasts and noted that the first blast has been sent.

NEW BUSINESS:

Marcia read a letter of resignation from Laura White. Judy Wannamaker moved that the resignation be accepted with regret, seconded by Camilla Kuberka. Motion carried.

The nomination of Joyce Kirkham to the Board of Directors was made by Patricia Bates, seconded by Sue Painter and carried unanimously. The nomination of Charlotte Klose to the Board of Directors was made by Roberta Hawksworth, seconded by Sue Painter and carried unanimously.

There being no further business, the meeting was adjourned.

Respectfully submitted,

Patricia S. Bates

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