



## **February 11, 2016, Board of Directors Meeting Minutes**

The meeting was called to order at 9:30 a.m. by President Tom Everitt. Present were Board members Marcia Davis, Judy Wannamaker, Camilla Kuberka, Pat Bates, Sue Painter, Roberta Hawksworth, Laura White. Board advisors present were: Mary Anne McDonald (Bookstore Manager), Frank Patterson (MCLD) and Ida Eisert (RCSC). Guests were Rusty Bradshaw (The Independent) and Kate Moore (MCLD).

Approval of Minutes: Camilla Kuberka moved and Laura White seconded that the minutes of the January 14, 2016 be approved. Motion carried.

### **REPORTS**

Treasurer - Sue Painter

Sue reported that only the Staples statement was missing from her report and that it would be included with her March report.

### **STANDING COMMITTEE REPORTS**

Publicity - No report

Finance - Sue Painter

A date has been set in early March to bring in the financial advisors to review investments. Board members will be advised of the date and time so they might attend if they wish. Tom did point out that Friends current investments are conservative in nature.

### **Activities - Camilla Kuberka**

Camilla reported that planning for the Volunteers' Dinner has been completed. It will be held at Palmbrook Country Club on March 31, beginning with a cash bar at 5:30 p.m., followed by dinner with a choice of entrees and followed by entertainment provided by the Reader Theater ensemble. The cost is \$25 per person, there being no increase since last year.

Camilla also reported that the Friends of the Sun City Libraries social night will be February 25 at the Tivoli Restaurant on Bell Road commencing at 6:00 p.m. Spouses are invited.

### **Book Buddies - Judy Wannamaker**

Judy reported that things have been pretty quiet but she has one new patron, bringing the total to 22 volunteers and 19 patrons. Judy will schedule bi-monthly meetings with her volunteers to review how the program is functioning.



### **Board Development - Tom Everitt**

Tom reported that he and Judy have met with two new prospective board members but that no applications have been received to date.

### **Web and Records - Marcia Davis**

Marcia passed out copies of the new calendar which will appear on the web page detailing Friends events with a link to the MCLD website for easy viewing of library events. Marcia also distributed the statistics of web page "hits", noting a big spike in views on the day the link was added from the RCSC website.

Action: Marcia asked the all Board members provide information and dates for any Friends event, so that the calendar is as complete as possible.

### **BOARD ADVISORS**

#### **Bookstore Manager - Mary Anne McDonald**

Mary Anne reported that January was an excellent month for sales. She indicated that some people are confused in locating the bookstore and expressed a desire for additional signage. Mary Anne noted upcoming book sales, including a store-wide sale in conjunction with the Bell Fun Fair on February 27. She also noted that a sale was scheduled for April 8-9 at Fairway and asked for Kate's assistance. Kate noted she would be out of town then.

Discussion: Where to place any new signage.

Action: Ida will check with RCSC to see if there are any restrictions which might come into play with placement of a new sign in or near the end of the hallway leading to the bookstore. Mary Anne will work with Kate to resolve the conflict for the April sale.

#### **Library Manager - Frank Patterson**

Kate Moore discussed the summer reading program plans which includes community experience. She asked if Friends might be willing to sponsor the Back To School program, accepting donations of school supplies and backpacks. It was generally agreed that Friends could participate by having a collection box, perhaps in the lobby and could collect checks and cash in the bookstore for donation to the project.

Kate also reported that a new refrigerator has been purchased and is in place at the Fairway branch.

Frank reported that the "Memories Into Memoirs" programs have been well received and will be on-going. The Windows 10 program remains popular. Frank announced that his promotion to Regional Manager is now official but that he will retain an office at Bell and hopes to continue to attend our meetings as time permits.



Orders for furniture and shelving for the Special Collections room are in the works and librarians are working with the collection when time is available. Mary Anne was asked to decide which books she felt should be retained.

Discussion: Options for placement of collection box and donation box were discussed.

Action: Frank will check with Jeremy regarding MCLD approval for Friends under-taking the Back To School project. Kate will work with Marcia and Mary Anne to coordinate the project.

### **RCSC - Ida Eisert**

Ida provided Sue Painter the website where RCSC had purchased the "reading ducks". Ida indicated the Friends information has been added to the RCSC slide presentation and that the information would appear in their new brochure. She volunteered to take any questions Friends might have to the RCSC.

### **OLD BUSINESS**

Camilla reported that the Friends by-laws has no policy in place for volunteers who take a "leave of absence" as opposed to "retiring". Camilla suggested a phone call be made, after an appropriate period of time, inquiring if the volunteer plans to return.

Discussion: None

Action: None

Tom indicated the Discover Sun City/Promotion Box needs better organization. A check list is needed so that supplies are always on hand.

Discussion: None

Action: Camilla agreed to be in charge of organizing the box in time for the Bell Fun Days.

### **NEW BUSINESS**

Tom read the letter of resignation received from Jerry Walczak. A motion was made by Camilla, seconded by Laura to accept the resignation. Motion carried.

The 2016 budget was presented. A motion was made by Pat, seconded by Camilla to accept the budget. Sue indicated that revisions can still be made. Tom announced that Jeremy Reeder will attend the March meeting to discuss the things which Friends might do regarding library programs.

Marcia Davis outlined changes to various committee responsibilities. The Board Development line that called for election to be held in January will change to February, so it is in line with the by-laws, The Web and records line that called for web development was deleted, since the web site has been completed, and the Secretary will be responsible for



setting up name plates and ensuring there are extra agendas for Board members and guests for monthly meetings.

New committee assignments were announced. Roberta Hawksworth will take over as chairman of the publicity committee. Tom Everitt will work with Roberta, in the role of Writer and Editor in Chief, taking responsibility for writing and editing all material that Friends makes available to the public and any other editing needed. Judy Wannamaker will act as temporary chairman of Board Development. All other Board Chairmen remain the same.

Tom presented the following slate of officers:

President - Marcia Davis  
Vice President - Judy Wannamaker  
Secretary - Patricia Bates  
Treasurer - Sue Painter

A motion was made by Camilla, seconded by Sue that the slate be accepted. Motion carried.

Tom read the 2015 recap of accomplishments.

There being no further business, the meeting was adjourned.

Respectfully submitted,

Patricia S. Bates  
Secretary