



March 10, 2016, Board of Directors Meeting Minutes

The meeting was called to order at 9:30 a.m. by President Marcia Davis. Present were Board members Marcia Davis, Judy Wannamaker, Camilla Kuberka, Pat Bates, Sue Painter and Laura White. Board advisors present were: Mary Anne McDonald (Bookstore Manager), Frank Patterson (MCLD) and Tom Everitt (Friends Editor-in-Chief). A guest, Vallie Mason, was introduced. Other guests included Rusty and Margaret. Not present: Board Member Roberta Hawksworth and Advisor Ida Eisert.

Approval of Minutes: Sue Painter moved and Laura White seconded that the minutes of the February 11, 2016 be approved. Motion carried.

REPORTS:

Treasurer: Sue Painter handed out copies of the current financial report and noted that all statements were included. Questions were called for; there being no questions from the floor, it was moved by Judy Wannamaker and seconded by Laura White that the report be approved. Motion carried.

Standing Committees:

Publicity: Sue reported that she had received stylus/pens to be distributed to volunteers at the March dinner. She also noted that she had catalogs of promotional items on file in her office and would inform Roberta of their whereabouts.

Finance: Sue reported that the Finance Committee had met, attended by representatives of both funds, and that all were happy with the current conservative mix of products. The committee plans to meet three times a year: February, May and October.

Activities: Camilla reported that the Volunteer Spring Dinner plans are all set and that the evening's printed program is nearly complete. It was agreed that a journal with pen/stylus would be presented to each volunteer. Marcia requested that our website information be included on the journal's label. Camilla announced that she has plans in place for the Fairway Fun Fair and that the Promotional Box is ready for use. Mary Anne pointed out that there would not be a book sale in conjunction with the Fun Fair.

Action Items: Camilla will send the dinner program to Marcia for proofing. Marcia will ask Ida if we can get Fun Fair dates earlier to put in our calendar.

Book Buddies: Judy reported that she had two new clients. She will try to have regular meetings with her Buddies team but indicated that had not worked out in the past. She will try to get Book Buddies information included in a list of services being prepared by other Sun City organizations. Marcia mentioned the Independent article on Sun City organization presidents trying to create a master resource list.



Action Items: Marcia will contact Ken Smith, and give him Judy's name, to see if we can include Book Buddies on their resource list.

Board Development: Tom reported that no applications for new board members have been received. Judy asked for time at the Volunteer dinner to speak briefly about both the Board and Book Buddies.

Action Items: Judy will be added to the agenda.

Web and Records: Marcia reported a slight decline in "hits" from last month.

BOARD ADVISORS:

Bookstore Manager - Mary Anne McDonald

Mary Anne reported that the new sign is in place and is easily visible from the hallway. She will announce the date for the Fairway book sale in the near future. Results of the book sale during the Bell Fun Fair were quite good. Marcia has started to collect e-mail addresses from bookstore customers so that a "blast" can be sent out announcing sales and other library promotions. She intends to keep these "blasts" to a minimum.

Library Manager - Frank Patterson

Frank reported that Steve is doing a reprise of "his greatest hits" and that Kate reports Fairway events continue to be well-attended. The special collection room furniture is on order and books in the collection are being tagged for dispersal.

Brianna King, Teen Services Manager with MCLD, addressed us regarding the Summer Reading Program which will run from June 1 to August 1. This year's focus will be on pre-readers, their parents and care-givers, but all age groups are encouraged to participate. Promotional materials will be made available for the bookstore.

Marcia asked Frank if he knew a resource for library shelf tags requested by Mary Ann. He provided a few web sites.

Action Items:

Sue will make donations as budgeted.

Frank will see if they have any of the metal tags in their storage locations.

Frank will investigate the procedures for bringing Culture Passes to the Sun City Libraries.

RCSC Representative - Ida Eisert

No report

OLD BUSINESS:

Marcia noted that she had sent a thank-you letter to Jerry Walczak for all his efforts on behalf of Friends.



The Discover Sun City/Promotion Box has been established. Those who use it will be responsible for restocking it for the next user.

Action Items: Laura and Camilla will document the location and responsibility for each item on the box checklist, and send Marcia a copy of the final document for posting on the website.

Marcia distributed "temporary" copies of the new Friends' brochure. The Board agreed that she should order 1000 copies, using better quality printing and enhanced graphics.

As noted in Mary Anne's report, the new Bookstore sign is in place and a process is in place to collect e-mail addresses.

Marcia reviewed the draft of the 2016 long- and short-term goals. Several revisions were suggested and several tasks were assigned.

Action Items:

Marcia will update the brochure and order 1,000 copies.

Marcia will make the revisions as discussed and will send out a final copy.

NEW BUSINESS:

A volunteer survey form has been prepared and will be distributed to volunteers when they check in at the Dinner on March 31. The questions are basic and results will be compiled by Marcia and a report prepared. It was suggested that the results might be one of the topics for discussion at a "board members only" meeting.

Action Items: Marcia will make copies, and bring the ballot box to the dinner..

Marcia suggested that Friends hold a bookmark coloring contest this summer and showed some examples. Winners' bookmarks, with their names, would be duplicated and distributed. The project was approved.

Action Items: Marcia will present the project drafts in a future meeting, prior to summer.

There being no further business, the meeting was adjourned at 10:50 am.

Respectfully submitted,

Patricia S. Bates, Secretary