

## December 14, 2017 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, Sue Blechl, Joyce Kirkham, Cathy Weyers, Jessica Potter Slider, Charlotte Klose, Camilla Kuberka, Tim Geiger, Carol Hager, Roberta Hawksworth and Pat Bates. Board advisers present were: Mary Anne McDonald (Bookstore Manager), Jennie O'Leary (MCLD), Jerry Walczak (RCSC) and Tom Everitt (Editor-in-Chief).

**Approval of Minutes:** Cathy Weyers moved and Charlotte Klose seconded that the minutes of the November 9, 2017 meeting be approved. Motion carried.

### **REPORTS:**

**Treasurer:** The November 30, 2017 financial statement was distributed. Pat Bates moved and Camilla seconded that the financial statement be accepted; motion carried. Jessica reported that Friends had nearly doubled gifts over 2016. She will email the proposed 2017 budget to board members; some line items have been consolidated. Noting that budgeting can be fairly fluid, the budget will be implemented on January 1, 2018 and will be voted on by the Board at the January 11, 2018 meeting.

### **Standing Committees:**

**Publicity:** Roberta reported that an ad for the Fairway book sale ran the week of the sale; Marcia reported that the Independent had given us three free ads which ran in the Peoria, Sun City West and Sun City editions. Jessica explained the Independent runs our "usual" ad on those weeks when we do not have a special ad. Sue Blechl reported that the presentation to the New England Club went very well with about 45 people attending. A presentation to the Iowa Club is scheduled for January 8 and Sue asked for volunteers to assist. Mary Anne will begin putting aside donated current best sellers to be awarded as prizes at these presentations. Sue also reported that Friends and MCLD will have joint tables at the Oakwood, Fairway and Bell Fun Fairs as well as the Discover Sun City event on January 17 at Sundial. Sue asked for volunteers to assist at these events.

**Finance:** Jessica reported that she has gathered information on a life insurance policy with Friends of the Sun City Libraries as sole beneficiary. The insured paid premiums for a few years and Friends have paid thereafter. The Finance Committee and the attorney agreed that the policy should be cashed in now; postponing will result in paying more and receiving less.

**Volunteer Activities:** Camilla reported a slight scheduling conflict with the Volunteer Holiday Luncheon scheduled for December 15. The room will not be vacated until 1:30 which is when the luncheon is scheduled. Camilla asked for volunteers to arrive at 1:15 to do a hasty table set-up; delivery of food and entertainment has also been closely scheduled. Approximately 50 volunteers are expected to attend.

**Book Buddies:** Marcia reported that Judy Wannamaker is recovering nicely after surgery and extended Judy's thanks for the cards and flowers she has received. Judy expects to be

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able to attend the February meeting and we look forward to her return. Carol reported that she was able to meet with Judy to begin taking over responsibility for the Book Buddies program, having already met with some of the Buddies. Charlotte reported on continued progress with the Book Friends program and noting that she expects the program to really take off in 2018. Book Friends will be added to various print advertising, to the volunteer applications and to the two relative brochures. Charlotte is in need of some reader subs. Marcia suggested we discuss brochure revisions as part of the 2018 goals.

**Board Development:** No report.

**Web and Records:** Marcia reported web hits have reached another new high, with an 18% increase YTD.

**BOARD ADVISORS:**

**Bookstore Manager** - Mary Anne McDonald

After thanking the many volunteers who helped, Mary Anne reported the Fairway sale was quite successful and that the new system of transporting and displaying books worked very well, drastically shortening the set-up and removal time. Sales at the Christmas Boutique are brisk. Tim reported that the on-line presence has not yet resulted in any sales but he is in negotiation with potential buyers for the two large sets now being offered. Tim will investigate using media rate postage for shipments that are not time sensitive as well as offering "free shipping" with the cost being built in to the purchase price. Tim may not be able to attend future Board meetings but does want to continue his role in on-line book sales. How best to cover the Board position will be explored by the Board Development Committee.

**Library Manager** – Brianna King

In Brianna's absence, Jennie O'Leary reported that she had made a Speakers Bureau presentation to the Early Bird Lions Club. Work is still being done to get the seed catalog up and running. Brianna was fortunate enough to find the old Sun City Library card catalog in the warehouse and feels it would be suitable for the seed program. Sue Blechl suggested pulling the cards of famous living authors and asking them to autograph and return so Friends can, in turn, sell them as a fund raiser. Jennie reported on some upcoming programs and the jigsaw puzzle competition currently underway between Bell and Fairway. Jennie read a report from Brianna on the possibility of offering the Culture Pass program at one of the Sun City libraries. The organization responsible for distribution of Culture Passes met in November to discuss but decisions are not yet known. A Winter Reading Program for adults will begin soon and Jennie urged us to participate.

**RCSC Representative** – Jerry Walczak

Jerry has requested from RCSC that he continue as Friends liaison for 2018. He thanked Charlotte for attending the Outreach Committee meeting to report on her Book Friends program. It was noted that the plan for a drive-up book deposit is now in the hands of RCSC engineers.

**Writer & Editor-in-Chief – Tom Everitt**

Tom has not been receiving much input for the volunteers' newsletter. Having been offered a free monthly column (with photo and by-line) in the Independent, Marcia asked Tom to take over this responsibility along with his other writing projects. Tom agreed.

**OLD BUSINESS:**

Marcia asked the Board members to take some time to review the 2017 goals, determine what has been accomplished and what yet needs to be done. This will be discussed at the 2018 goal-setting meeting to be held on January 18, 2018 at 9:30 in our usual meeting room. All Board members are encouraged to attend. A representative from the library has been invited to attend as well.

**NEW BUSINESS:**

It was agreed that it's time to take another volunteer survey; this will be addressed at the goal-setting meeting in January.

There being no further business, the meeting was adjourned at 11:10 a.m.

Respectfully submitted,

Patricia S. Bates  
Secretary