



January 12, 2017 Board of Directors Meeting Minutes

The meeting was called to order at 9:31 a.m. by President Marcia Davis. Present were Board members Marcia Davis, Judy Wannamaker, Sue Painter, Pat Bates, Sue Blechl, Jessica Potter Slider, Cathy Weyers, Camilla Kuberka, Charlotte Klose, Timothy Geiger and Joyce Kirkham. Board advisors present were: Mary Anne McDonald (Bookstore Manager), Jerry Walczak (RCSC), Tom Everitt (Writer & Editor-in-Chief) and Jenny O'Leary (MCLD). Absent was: Roberta Hawksworth. Marcia introduced Jerry Walczak who has replaced Ida Eisert as RCSC liaison.

Approval of Minutes: Judy Wannamaker moved and Tim Geiger seconded approval of the minutes of the December meeting.

Treasurer's Report: Sue Painter distributed the November 2016 Income & Expenses report. She asked that any changes to the 2017 Budget (distributed via e-mail) be given to her by end-of-day Wednesday, January 18, 2017. She also requested that all board members report their 2016 volunteer hours to her by the same date. Sue read off the names of chairmen for each portion of the budget proposal. **ACTION:** Sue will contact Ida Eisert for her volunteer hours report.

REPORTS:

Standing Committees:

Publicity: In Roberta's absence, Marcia requested an increase in the 2017 budget for advertising. It was noted that advertising for the Bookstore comes out of the Publicity budget.

Sue Blechl (Community Outreach) asked for volunteers for the Discover Sun City event's evening portion. Jerry Walczak noted that he would be in attendance at the event and offered to assist in any way he can. Sue will offer library items as prizes, such as mugs, for winners to pick up at the bookstore. Sue also requested volunteers for the Farmers Market on February 2. She will attempt to sign up patrons for Book Buddies at this monthly event.

Finance: Sue's report was covered in the Treasurer's report.

Activities: Camilla reported that the Christmas Volunteer Luncheon went very well. The date for the Spring Volunteer Dinner has been set for March 23 at the Palmbrook Country Club with social hour at 5:00 and dinner at 6:15; she is hoping to hire the Ukulele Club to provide the entertainment. The Volunteer of the Year will be selected from among those working at Fairway. Camilla would like to have one volunteer event per year at Fairway and it was agreed that the Christmas Party would be the best choice. **ACTION:** Camilla will book the room right away for the 2017 party. Planning is also underway for the Board



Dinner at Tivoli Gardens; the Board selected February 2 as the preferred date. Camilla is currently working on acknowledgement of service for two long-time volunteers.

Book Buddies: Judy reported that she has two new volunteer Buddies but is still in need of clients. She has contacted a number of Activities Directors from area retirement homes but most have their own libraries. She is investigating the cost and feasibility of having a flyer inserted in a weekly newspaper.

Charlotte Klose reported that the memory care readers program she is trying to launch will be called Book Friends. She had her first session with a patient at Woodmark on January 9 and was encouraged by the results. Reading sessions will likely last half an hour with the Activities Director selecting the audience from among those patients most likely to derive benefit on any given day. Charlotte has approximately seven names for volunteer readers but she will work alone at first and then slowly begin to introduce other volunteers. Mary Anne requested a sign-up form, similar to Book Buddies, to be available in the bookstore.

Board Development: Judy introduced Cathy Weyers as the new chairman of this committee. **ACTION:** Judy will work with Cathy to prepare the slate of officers and chairmen for presentation at the February meeting.

Web and Records: Marcia reported a 74% increase in views since its inception two years ago. She also warned that a much smaller increase is likely over the next year. Tim will be assisting Marcia with the website.

BOARD ADVISORS:

Bookstore Manager - Mary Anne McDonald

Mary Anne reported that the sale of Christmas items had gone very well and thanked those Board members who had contributed items. She noted a half-price sale is slated for January 13 and 14. Mary Anne also requested that all ads involving the bookstore be presented to her for approval prior to publication to avoid errors in dates and times. **ACTION:** Roberta to coordinate bookstore ads with Mary Anne.

Joyce Kirkham volunteered to take over the responsibility for ordering office supplies and keeping track of volunteer hours.

Tim Geiger reported that an LED directory outside the bookstore was too expensive and complicated for our needs. He also reported that sets of magnetic letters are available. It was suggested that the Board Advisors' names be moved to a separate "poster". **ACTION:** Tim will continue to investigate this project.

Tim hopes to have the Amazon account up and running by next week for the sale of books of unusual interest or value. As soon as communication is re-established with Carol, he will pick up any books she might have that were intended for Internet sales. Tim is also



looking for a book restorer should Friends have books which need mending prior to Internet sales.

Library Manager: In Mimi McCain's absence, Jenny O'Leary reported they are seeing fairly good attendance at the Farmers Market booth. MCLD will have an adjacent booth to Friends at the Discover Sun City function. Jenny also reported a leak in the roof over the holidays destroyed 220 books in the Bell library but that MCLD would be replacing as many as possible.

It was also reported that Mimi has put Steve in charge of the ukulele program and they are hopeful it will be up and running this month.

Cathy Weyers suggested that MCLD include "cash or check only" when publicizing author visits at which books will be sold. **ACTION:** Jenny will include that information on events announcements. Jenny also announced that they are working on a visit in March from noted mystery author, J.A.Jance and that a social hall would need to be utilized.

RCSC Representative - Jerry Walczak

Jerry noted that he is also chairman of the Outreach Committee of RCSC and that they were thinking of disbanding it due to lack of participation. New ideas are needed to bring attention to RCSC and to Sun City in general. **ACTION:** Sue Blechl and Marcia Davis will attend when their schedules permit. Meetings are the 2nd Tuesday of each month at Lakeview Board Room, at 9:30 a.m. and last approximately one hour.

Tim Geiger has requested a diagram of the area from RCSC and will continue to work with Jim Wellman and Jerry Walczak to investigate the feasibility of a drive-up book-drop.

Jerry also requested a supply of Book Buddies brochures to be available in the office of the Condo Association.

ACTION: Marcia will update and distribute the Board and Advisors roster.

Writer & Editor-in-Chief: Tom Everitt

Tom has prepared a draft copy of a Volunteers Newsletter and will be distributing the first issue on February 1. He will ask readers to submit questions and concerns. Tim suggested the newsletter be set up in columns as in newspapers. After further thought, Tom has discarded the idea of having a "suggestion box" for library Friends volunteers. Tom will also do some experimenting with framed book-related sayings to be sold in the bookstore.



OLD BUSINESS:

Action: Before month end, Marcia will send out an invitation to preview the Power Point presentation.

A date of January 26 at 3:00 p.m. has been set for the brain-storming session for the 2017 goals. Attendance is not mandatory but Marcia encouraged all the newer Board members to attend.

A car-pool was set up for the Friends of the Phoenix Library program on January 21 with Marcia, Tom and Tim volunteering to drive. We will meet at Bell at 6:45 a.m. with departure at 7:00 a.m.

NEW BUSINESS:

Tim announced that someone had offered a donation of several bookcases. It was agreed to accept the offer, perhaps using them to replace shelving which is inadequate or damaged.

ACTION: Tim and Tom will handle it.

Marcia requested feedback for the 2016 annual report.

Camilla noted that the orange leather chair in The Gathering Place was in need of cleaning.

ACTION: Sue Painter volunteered to bring in some leather cleaner.

Mary Anne stated that other organizations utilizing Bell and Fairway facilities provide Christmas gifts to the maintenance crews and suggested that Friends do the same, noting that they are very responsive to our needs. There was a general consensus that this is a good idea and it will be addressed in the near future.

There being no further business, the meeting was adjourned at 11:25 a.m.

Respectfully submitted,

Patricia S. Bates
Secretary