

March 8, 2018 Board of Directors Meeting Minutes

The meeting was called to order at 9:32 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, Arlene Schindler, Roberta Hawksworth and Pat Bates. Board advisers present were: Mary Anne McDonald (Bookstore Manager), Jennie O'Leary for Brianna King (MCLD) and Tom Everitt (Editor-in-Chief) Guests: Ruth Polansky and Jeremy Reeder. Marcia announced the resignation of Judy Wannamaker from the Board of Directors.

Approval of Minutes: Cathy Weyers moved and Roberta Hawksworth seconded that the minutes of the February 8, 2018 meeting be approved. Motion carried.

REPORTS:

Treasurer: The treasurer's report dated February 28, 2018 was distributed. Jessica noted that the proceeds of the CSV life insurance policy have been received and will be divided evenly between the two investment accounts. Camilla Kuberka moved and Charlotte Klose seconded that the report be approved. Motion carried.

Standing Committees:

Publicity: Roberta reported that she had found retractable banners on line at \$97.95 each. Roberta and Sue Blechl will design and order the necessary banners for the bookstore and Outreach needs.

Community Outreach: Sue reported on her trip to Tucson to attend the ASU conference for non-profits. She will prepare a written report and distribute it to the Board members via e-mail. The Friends had a booth at the Oakmont Fun Fair and will also have a presence at the Fairway and Bell Fun Fairs. A presentation to the Palo Verde Art Group resulted in a \$125 donation to Friends. The Neighbor Helping Neighbor event will stress the Book Buddy and Book Friend programs. Marcia reported that, as a result of the Speakers Bureau presentations, magazine subscriptions have been requested by two of the groups.

Finance: Jessica Potter Slider reported that the next Finance Committee meeting will be on May 11.

Volunteer Activities: Camilla and Cathy reported that plans are in place for the Volunteers Appreciation Dinner to be held March 22 at Palmbrook CC. Camilla asked that two checks be available, one for the Bell Ringers who will provide entertainment and the second for the dinner expenses. Camilla also announced that the clock ordered in memory of Mildred Stephens had arrived and would be available to see following the meeting. It will be installed in the bookstore.

Book Buddies: Arlene Schindler reported that she has finished reviewing the materials provided to her in preparation to assume chairmanship of this committee. She noted that

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there were many more volunteers than clients and that she hoped to reverse that with recruiting visits to retirement and nursing homes. Mary Anne asked that Arlene's contact information be posted near the bookstore phone for quick referral for callers.

Book Friends: Charlotte continues to develop a structure for her committee. She reported that both readers and listeners continue to be enthusiastic. Jenny O'Leary noted that she had information on a similar library program and would provide that to Charlotte.

At this point, Jeremy Reeder, Deputy Director of MCLD, gave a presentation on the many on-line resources available from MCLD. They range from downloadable e-books and magazines to on-line courses on a wide variety of subjects. Most are accessible from home computers, the exception being Ancestry.com which is only available on the library's computers. Additional resources are in the pipeline and will be announced as they are available. Tom Everitt will publicize these resources in newspaper and newsletter articles.

Board Development: Cathy reported that the Board Development Committee had interviewed Ruth Polansky for an open position on the Board.

Web and Records: Marcia reported that while the number of unique visitors is up, the page view numbers are down. A new statistic is now available from the webpage provider, that being an average of page visits.

BOARD ADVISORS:

Bookstore Manager - Mary Anne McDonald

Mary Anne reported that February was a very good month and the bookstore seems to be constantly busy. New sandwich boards are on order and expected soon, including one for the Fairway branch. She did not have any information from Tim Geiger regarding eBay sales. Mary Anne summarized upcoming sales.

Library Manager – Jennie O'Leary for Brianna King

Jennie reported that the seed library is up and running with a “soft opening”. MCLD will have a booth at the Bell Fun Fair. There will be a special program for Library Workers' Day and Friends will provide refreshments. Work has begun on summer programs for both libraries.

RCSC Representative – Jerry Walczak

No Report

Writer & Editor-in-Chief – Tom Everitt

Tom expressed concern that he does not have a complete list of volunteers for distribution of the newsletter. He works with Camilla to keep the list up-to-date but their system falls short if chairmen do not report new volunteers. It was agreed that the short-term solution is that **all** Board members, chairmen and advisors report new volunteers to Tom or Camilla and also report anyone who is no longer volunteering. It was further agreed that a

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Volunteers' Advocate be assigned with an eye toward developing and maintaining a data base of volunteers. A job description for this new position will be prepared.

OLD BUSINESS:

Cathy Weyers announced that attendance at the Ukulele Dedication ceremony on March 23 will be limited to 100 people and that refreshments being provided by Friends will be limited to that number. A library notice has been posted with no mention of a maximum limit of attendees so Trudy and Brianna will need to work out the details for this event.

Marcia Davis reported that the drive-up book drop committee had met and a provisional budget prepared. Jerry Walczak has indicated that an RCSC architect will not be available to work on drive-up plans until the Grand Avenue project has been completed, quite possibly as long as six months. Two architects, working gratis, will prepare provisional drawings in an attempt to expedite work once the RCSC architect is available.

NEW BUSINESS:

Cathy Weyers made a motion that Ruth Polansky be accepted as a member of the Board, seconded by Roberta Hawksworth. Motion carried.

Rather than read it, Marcia passed out copies of the 2017 Annual Report. It will also appear on the Friends' website and excerpted in The Independent. A draft of a revision to the Friends' brochure was circulated for comment.

There being no further business, the meeting was adjourned at 11:28 a.m.

Respectfully submitted,

Patricia S. Bates
Secretary