

## **May 11, 2017 Board of Directors Meeting Minutes**

The meeting was called to order at 9:29 a.m. by President Marcia Davis. Present were Board members Marcia Davis, Judy Wannamaker, Pat Bates, Sue Blechl, Jessica Potter Slider, Cathy Weyers, Charlotte Klose, Timothy Geiger, Joyce Kirkham, Camilla Kuberka, Carol Hager and Roberta Hawksworth. Board advisers present were: Mary Anne McDonald (Bookstore Manager), Jerry Walzcak (RCSC) and Jennie O'Leary (MCLD). Guests: Rusty Bradshaw and Margaret Montana.

**Approval of Minutes:** Minutes of the April meeting were approved with the following corrections: Camilla was not asked to contact the apron supplier regarding wash-ability; this issue was tabled because it was found not to be a consistent problem with all of the aprons. Secondly, Tim Geiger was referred to as Tim Geitner.

**Treasurer's Report:** Jessica distributed the March 2017 Income & Expenses report. She noted that funding for the Summer Reading Programs was not included. Jessica said she is in the bookstore nearly every day, usually in the afternoon if anyone has something to discuss with her. She is also working to get financial information sooner so her monthly reports will be more current. Jessica received a form from Compliance Filing Service and determined it was a scam.

### **REPORTS:**

#### **Standing Committees:**

**Publicity:** Roberta reported that Mary Anne has upcoming sales fliers. A re-order has been placed for bookmarks from the 2016 design contest. Roberta suggested another contest in 2017, possibly to tie in with other outreach programs.

Sue Blechl (Community Outreach) reported that she and Jennie Leary had decided not to do the May Farmers' Market due to the heat. Friends and MCLD will share a table for the SCHOA Orientation on June 20.

**Finance:** Jessica noted that the Finance Committee would be meeting on May 12 and invited Board members to attend. It was found that opening a new account for on-line book sales was complicated. Instead, an existing but inactive account (once used for Safeway e-script contributions) will be used for on-line sales. Marcia and Jessica requested Board approval to update that Compass e-script checking account to reflect the correct name of the organization "Friends of the Sun City Libraries, Inc." instead of "Sun City Library" and also to update the names associated with the account to reflect the current slate of officers. Camilla Kuberka moved and Charlotte Klose seconded that the Board approve the change. Motion carried.

Marcia announced that a pre-paid Visa card would be the simplest and most efficient way to provide Tim with funds for expenses related to on-line book sales. Jessica reported a bequest of \$5000 from the estate of Ilsa Bolster. Mutual of Omaha is handling the bequest.

**Activities:** Camilla reported that she is currently working on the summer Volunteer event, which will be a picnic at Fairway sometime in late August. Marcia suggested a Mexican theme with a taco bar and mariachi music.

**Book Buddies:** Judy Wanamaker reported that she had been invited to participate in a radio interview conducted by Reading for the Blind. She's not sure when the program will air but thought the date would be available on-line at [www.readingfortheblind.org](http://www.readingfortheblind.org).

Charlotte reported on continued progress with her Book Friends program. She now has four readers and will continue the program throughout the summer. She expects to expand to a second facility in the near future but that no expansion beyond that is anticipated at present.

**Board Development:** - No report.

**Web and Records:** Marcia Davis noted a reduction in "hits" and explained some of the terminology used in reporting on website activity.

### **BOARD ADVISORS:**

**Bookstore Manager** - Mary Anne McDonald

Mary Anne reported that the Fairway sale brought in \$538, somewhat lower than for past sales. She also asked that the following be entered into the minutes:

*"As we recall from the April meeting, we received a donation of ten book shelves (of varying sizes) from Rick Hamilton's family, included as part of Mr. Hamilton's generous donation of his extensive personal library. The book shelves are at Tim Geiger's house being aired out so he can then clean them and touch up any imperfections. The number and sizes of the book shelves are: 1 – 3' x 7'; 2 – 3' x 6'; 1 – 32" x 6'; 1 – 2' x 6'; 2 – 2' 4' (these are paperback size shelves) and 3 – 3' x 3'. Since right now I don't need them and more importantly don't have room for any additional shelves in the book store or store room, I would like to suggest we leave the shelves at Tim's house for use in setting up and organizing our online sales inventory. Being able to organize the books listed for sale online will assist Tim in responding to orders and expediting shipping to the purchasers. If the time comes that we need to replace some shelves in the work room, retail space or store room we can transfer them at that time. Also, if we decide not to sell online or downscale the online sales program, I would further like to suggest that Tim would have first choice to buy some or all of the shelves from the Friends; and if he elects to not buy any or all of the shelves or simply doesn't want them, we will have them transferred to the bookstore for the Friends to either use or sell. As part of this suggestion, Tim and I have also discussed that he will help May*

*and I make some adjustments to the existing book shelves in the workroom that will create some extra space for May and me to use in the workroom.”*

Mary Anne requested that Friends purchase a Jitterphone-type device to be kept at the front desk of the bookstore to be used in case of emergency.

**Library Manager:** Jennie O'Leary reported that Brianna King has been hired as the new manager for the Sun City libraries. She also noted that the summer reading program starts on June 1 and encouraged everyone to sign up to participate. She requested that Friends provide the grand prizes for winners from both Sun City libraries. It was noted that an architect had been at the Bell library taking photos and measurements for the proposed drive-up book drop. **Action:** Marcia will contact Jeremy for an update. Jennie reported that MCLD and Friends will have side-by-side tables at the Health and Wellness Expo to be held November 17. Jessica reported that the table space will be complimentary. **Action:** Sue Blechl will plan a reception to welcome Brianna King to the Sun City libraries.

#### **RCSC Representative - Jerry Walczak**

Jerry apologized to Sue Blechl on behalf of the RCSC Outreach Committee for omitting her from the announcement of their May meeting. It was the last meeting for the season; meetings will resume in September. He presented a plaque to Friends in appreciation of the donation given to the Octogenarian Golf Tournament and noted 2017 had the highest rate of participation in the tournament's 60 year history. He also passed around a photo of the Friends banner displayed at the tournament.

#### **Writer & Editor-in-Chief: Tom Everitt**

In Tom's absence, Marcia reported that he will be doing a write-up about Brianna King for the monthly newsletter.

#### **OLD BUSINESS:**

Sue Blechl reported that the group, temporarily known as the Speakers Bureau, met to discuss how to bring the Power Point presentation to area clubs and organizations. Various board members have been tasked with researching equipment and the group will meet again on June 24. Carol is working on a spreadsheet to track the Bureau's contacts and activities. Jerry Walzak will provide a list of RCSC clubs and current presidents.

Carol Hager and Tim Geiger reported that our presence on Facebook is moving right along, with daily “likes” being received. Tim noted that he gave the Fairway sale a “boost” and had a good response. **Action:** Tim will contact Roberta for information on a printing supplier for fliers announcing our Facebook presence.

**FRIENDS OF THE SUN CITY LIBRARIES, INC.**

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Sue Bechl passed around information on how to sign up for the Fry's rewards program. It was noted that participation must be renewed annually. Jessica reported that Kroger (Fry's parent company) sends checks, unlike the old Safeway program which made electronic transfers.

**NEW BUSINESS:**

Marcia received a request from the Sun City Fire and Medical Department for a donation. Sue Blechl moved and Carol Hager seconded that we make a \$500 donation. Motion carried.

Camilla reported that she is on the election committee for the RCSC Board of Directors and passed around a sheet for those who might be interested to sign up for an interview.

Rusty Bradshaw requested time to chat with Mary Anne and Tim after the meeting to get more information about the on-line sales program.

There being no further business, the meeting was adjourned at 10:45 a.m.

Respectfully submitted,

Patricia S. Bates  
Secretary