



May 13, 2021 BOARD OF DIRECTORS MEETING MINUTES

The meeting was called to order at 10:31 a.m. by President Sue Blechl via Zoom. Present were: Sue Blechl, Patricia Bates, Jessica Potter-Slider, Cathy Weyers, Ruth Polansky, Linda McKnight, Roberta Hawksworth, Irene Nathanson, Jennie O'Leary, Diane Wysocki, Brianna King (MCLD), Tom Everitt (Writer-in-Chief), Mary Anne McDonald (Bookstore), Sheila Rooney (RCSC) and Marcia Davis (Web and Records). Charlotte Henderson attended as a guest.

Approval of Minutes: Minutes of the April 8, 2021 meeting were approved. Minutes of the April 15, 2021 Special meeting were approved.

Treasurer: Jessica Potter-Slider distributed the April financial report via email prior to the meeting. Jessica noted the report was mislabeled; it should have been labeled as being for the May 13 meeting. She noted that there were only routine expenses except for a donation to Hospice of the Valley in memory of Judy Wannamaker. It was moved, seconded and approved that the report be accepted.

STANDING COMMITTEE REPORTS:

Publicity: Roberta Hawksworth reported that an ad announcing the bookstore reopening will run two consecutive weeks but then will return to bi-weekly. Roberta reported on costs for printing and distribution of a 9x6.5 card-stock promoting Friends and the bookstore. Discussion was tabled to a future date. Jessica Potter-Slider suggested we have cards printed and distribute them as part of a "welcome wagon" package to new residents. Irene Nathanson reported that after a few glitches a news blast was sent out to bookstore patrons announcing the reopening. A similar "blast" will be sent out on the 23rd of each month announcing the coming month's highlights at the store.

Community Outreach: No report. Linda McKnight has not received any responses to her notes concerning Small Free Library participation. It was agreed that the project be dropped.

Finance: Jessica Potter-Slider reported that the portfolios continue to do well. The next committee meeting is scheduled for October and it is anticipated the committee can return to its normal schedule at that time.

Event Coordinator: No report.

Book Buddies: No report.

Book Friends: No report.



Board Development: Cathy Weyers reported that she will conduct an orientation program for the two new board members, Diane Wysocki and Jennie O'Leary soon.

Volunteer Coordinator: Ruth Polansky is holding some volunteer applications which have been in limbo due to the pandemic. She is developing ideas for ways to utilize applicants' interests and skills.

BOARD ADVISERS:

Bookstore Manager: Mary Anne McDonald reported she has a full schedule of volunteers for the rest of the month for the bookstore. New volunteers will be paired with experienced clerks. Things are falling into place for the reopening. Brianna reminded us that the message on the phone will need to be changed. Volunteers are encouraged to wear their Friends tee shirts and name tags. New magnets and bookmarks will be available on Monday for the "grand opening". Roberta has received final proofs for the new signage along with inserts noting change of hours for the existing signs.

Charlotte Henderson reported on the Ad Hoc Committee for on-line sales:

Complete:

- Assessing condition and value of titles: Mary Anne, Diane and Charlotte met to review pricing for titles sold on eBay, and pricing/conditions of titles sold online by Goodwill; Mary Anne identified one exceptional donation which was reviewed by Bradford's Auction. Value could not be specified based on dates/locations of items from other auction houses
- Listing approved titles on eBay: multiple titles have been approved for initial posting; books to be housed at Diane's house
- Process of sales/shipping: Reviewed shipping envelopes/materials used by other vendors; submitted supply list, ordered, and received
- Reporting of sales and updates: Updated spreadsheet to accommodate additional criteria, as provided by Mary Anne. Monthly reports will be submitted to Mary Anne.

In Progress:

- Listings: Books to be posted on Bay, beginning next week.
- Book assessments: ongoing, with special attention to any exceptional title(s)
- Other not yet specified

Library Manager: Brianna King reported that they are receiving a lot of questions about the bookstore reopening. The response to the Chrome book and hotspot program has been very positive. There has been a drop in library traffic now that snowbirds are heading north. The summer reading program, with an animal theme, has been announced. Brianna urged everyone to check out the slate of virtual programs and to visit the Fairway facility to check out what they're doing there. Brianna gave a very clear explanation of the ways in



which the library staff uses the gift cards that Friends provide; our Treasurer receives a monthly spreadsheet detailing the ways in which the cards are used. Tom Everitt will write an article at year's end featuring this aspect of the Friends participation in library activities. Brianna has not received any word from MCLD when they might expect to bring back their volunteers.

RCSC Representative: Sheila Rooney had to leave for another meeting. Sue Blechl will check with her for any updates and will email the Board separately if there is anything new to report.

Writer-in-Chief: Tom Everitt reported there has been little response to the Friend-to-Friend spot in the newsletter. He'll try once more and if the response is still low, he'll drop it.

Web and Graphics Master: Marcia Davis reported that web traffic was up 12%. She has ordered 1000 plastic-covered bookmarks and stickers with new bookstore hours for other materials.

UNFINISHED BUSINESS:

Sue Blechl reported she is getting close to preparing a proposal with regard to shadowing.

NEW BUSINESS:

With the change in the by-laws regarding extension of Board terms during times of emergency, we need to decide how to determine if and when an emergency is over. Sue Blechl explained that terms are extended beyond the member's termination date for the length of time the emergency lasted. Discussion tabled until the June meeting.

A motion was made by Roberta Hawksworth, seconded by Linda McKnight, to continue to meet monthly throughout the summer. Motion carried.

Marcia Davis announced that she is working with the RCSC Technical Committee and asked for input from the Board, bookstore and library personnel of what they would like to see with regards to improvements in wi-fi, etc.

The next meeting is scheduled for Thursday, May 10, 2021 at 10:30 a.m. Via Zoom.

There being no further business, the meeting was adjourned at 12:09 p.m.

Respectfully submitted,

Patricia Bates, Secretary