



## **November 10, 2016 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, Judy Wannamaker, Pat Bates, Sue Painter, Roberta Hawksworth, Sue Blechl, Camilla Kuberka, Jessica Potter Slider, Cathy Weyers, Timothy Geiger and Joyce Kirkham. Board advisors present were: Mary Anne McDonald (Bookstore Manager), Mimi McCain (MCLD), Ida Eisert (RCSC) and Tom Everitt (Writer & Editor-in-Chief). Guests were: Margaret Montana. Not present: Board member Charlotte Klose.

**Approval of Minutes:** Sue Blechl moved and Judy Wannamaker seconded approval of the minutes of the October meeting.

**Treasurer's Report:** Sue Painter provided the members with the September financial report, noting that reports would lag by a month to allow all data to be included. Roberta Hawksworth moved and Judy Wannamaker seconded that the report be accepted.

### **REPORTS:**

#### **Standing Committees:**

**Publicity:** Roberta passed around examples of the completed summer bookmark project. She noted that flyers had been placed around regarding the upcoming book sale at Fairway and various other signage promoting Friends and the library are in place or soon will be. She will prepare Christmas gift certificates, valued at \$5.00, to be sold in the bookstore.

Sue Blechl reported that she has a supply of magnets to be handed out at various public functions and agreed to keep the promotional materials. Anyone needing supplies for public events should contact Sue. Magnets will be available at the book sale along with Book Buddy flyers. Mary Ann reminded everyone that table space is limited. Sue asked for volunteers for the Farmers Market and an upcoming SCHOA event. The newly printed Friends history was distributed and will be available at the Visitors Center and Sun City Museum.

Ida Eisert recommended that she be contacted for help in getting important Friends activities posted on the electronic signage at various rec centers, the earlier the better.

**Finance:** The Finance Committee met with fund administrators on October 28. Compass recommended some monies be moved to a CD and some set aside in cash. Camilla moved and Judy seconded that the funds be moved as recommended by Compass. Motion carried. The Bank of Arizona recommended no change to the distribution of funds in that account. Sue noted that copies of the 990 Form for 2015 had been emailed to all board members. If there are questions or dissensions, Sue will need to have them by Saturday a.m., November 12.



**Activities** - Camilla reported that a "Discover Sun City" event will be held at Sundial on January 18 which will help identify clubs and amenities in the community. Friends will have a table, two volunteers are needed for each session to serve from 9-11 a.m. and from 6-8 p.m. It was noted that plans are in place for the December volunteers appreciation luncheon. Camilla announced that a long-time volunteer had left the area without notice; it was agreed that Camilla should send a Visa gift card in appreciation of her service.

## **BOARD ADVISORS**

### **Library Manager - Mimi McCain**

Having a scheduling conflict, Mimi requested permission to make her report before continuing with other Standing Committee reports. She thanked Friends for the gift of jigsaw puzzles which have been distributed between the Bell and Fairway branches. MCLD is currently at work on a circulation process for the donated ukuleles; they will be available for check-out only at the Bell branch as they cannot be transported. Mimi hopes the process will be in place early in January.

The battery that Jenny bought for the laptop used at the Farmers Market and other outreach venues didn't work properly and will be returned. Mimi suggested a new laptop might be requested soon

There will be a ribbon-cutting ceremony for the new low-vision center at Bell at 10:00 a.m. on December 8. Clint Hickman will be conducting the ceremony. Because that conflicts with our next Board meeting, it was voted to begin the meeting at the usual time, break for the ribbon cutting ceremony and reconvene when it's finished. It was also agreed to have refreshments and to invite Mr. Hickman to join us for the balance of the meeting: **Action:** Marcia will contact Mr. Hickman's office to extend the invitation. Camilla will arrange the refreshments.

As soon as they are available, Mimi will let Tom know the details for the ukulele circulation and low-vision center so he can highlight them in his newspaper columns.

## **STANDING COMMITTEES** (continued)

**Book Buddies:** Judy announced there are two new patrons. Cathy asked if Book Buddies operates outside Sun City proper and Judy noted that they do but within reasonable limits.

**Board Development:** The orientation for new Board members has been scheduled.

**Web and Records:** Marcia indicated the website has shown another small increase in hits over last month.

## **BOARD ADVISORS:**



### **Bookstore Manager - Mary Anne McDonald**

Mary Ann reported that she will be setting up for the Fairway sale on November 17 and that she will have to be packed up and ready to leave by 11:30 on Saturday so the library can close at noon as scheduled. Mary Ann announced that Carol, who handles eBay sales and redistribution of extraneous books, is quite ill and requested permission to send flowers. **Action:** Mary Ann will order flowers and Tim will take over book sales on eBay and Amazon.

Mary Ann requested signage to keep customers out of "the back room" and to instead request assistance from a bookstore volunteer. Mary Ann also noted that the Christmas table would be set up on December 5. She also requested volunteers to staff the sales tables at author visits. Sue Blechl and Cathy Weyers volunteered. Tim Geiger volunteered to check out options for the directory outside the bookstore which lists Friends officers and board members.

Mary Ann is also working on a schedule, perhaps printed on bookmarks, offering half price on individual authors for each month.

### **RCSC Representative - Ida Eisert**

Ida reported that there was a concern for safety and traffic flow if a library drop-box were to be installed. She suggested that Friends and MCLD put together a diagram to present to the RCSC Board of Directors. **Action:** Tim volunteered to put together a diagram for presentation to Jim Wellman and the RCSC Board.

Ida also indicated that she reviews Friends activities at each RCSC Board meeting and was thanked for her support.

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

Tom passed around a suggestion form he is proposing along with a proposal for "rewards" to be offered for suggestions. He also volunteered to edit a newsletter for Friends which would include meeting dates, updates, sales. This project will be discussed further at the December meeting.

### **OLD BUSINESS:**

Marcia indicated the Power Point presentation is pending and nearly ready for review.

After reviewing all 2016 goals, Marcia encouraged us to get to work on those which have not been completed. She also requested that we begin work on goals for 2017 and get suggestions to her at the January meeting so they can be presented in February with the annual report.



On behalf of Charlotte, Judy indicated that a meeting is in the works with Woodmar to establish a reading program at that and other memory care facilities. This program is still in the very early stages of exploration.

The highlights of the Officers meeting held October 27 were emailed to the Board. The officers voted to donate \$1000 to the Octogenarian Golf Tournament and \$5000 to the Sun City Historical Museum. It was further decided that the Sun City Foundation, while a worthy cause, did not fall within the Friends mission and purpose guidelines.

The volunteers appreciation letter has been printed and the mailing list prepared. **Action:** Marcia will schedule a folding-and-addressing session as soon as possible

**NEW BUSINESS:** Marcia called for items of new business. There being none, the meeting was adjourned at 11:17 a.m.

Respectfully submitted,

Patricia S. Bates  
Secretary