

## September 14, 2017 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, Camilla Kuberka, Sue Blechl, Joyce Kirkham, Cathy Weyers, Jessica Potter Slider, Carol Hager, Charlotte Klose and Pat Bates. Board advisors present were: Mary Anne McDonald (Bookstore Manager), Frank Patterson (MCLD), Jerry Walczak (RCSC). Guest: Rusty Bradshaw

**Approval of Minutes:** Judy Wannamaker moved and Cathy Weyers seconded that the minutes of the May 11, 2017 meeting be approved. Motion carried.

### **REPORTS:**

**Treasurer:** The August 31, 2017 financial statement was distributed. Jessica reported that she has monthly reports available to Board members for the summer months when we did not meet.

Marcia reported that she and Jessica approved a Compass Bank investment suggestion in August to cash out and reinvest in a federally insured CD to take advantage of the interest that was accrued by strong market performance. This is in line with what the investment officer advised us during our last finance committee meeting and if the market continues to perform well we can expect further cash out and investment opportunities. The CD has a 10 year term and interest fluctuates based on market performance, but the principal is always guaranteed and after two years the CD can be cashed out with no penalty.

Jessica has asked that committee chairmen begin thinking about their 2018 budget requests.

### **Standing Committees:**

**Publicity:** Marcia Davis reported on behalf of Roberta Hawksworth who is recovering from surgery and rehab. Roberta hopes to be back in November. Sue Blechl reported on progress made over the summer by the Speakers Bureau. Equipment has been purchased, the Power Point presentation is in its final form and the program is ready to launch. Sue will be the main contact person and will work with Jenny O'Leary to coordinate the schedule. Sue passed around a sign-up sheet for presenters and assistants. Sue's request to spend up to \$1 per attendee for treats or prizes at each speaking engagement was approved. Sue will advise Jerry of any speaking dates so he can garner some publicity through RCSC. Sue also announced that she and Jenny will be doing the Farmers Market at Bell Rec Center every other month during the season. They will also have a booth at other Sun City community functions such as the Health & Wellness Fair.

**Finance:** See Treasurer's Report

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**Activities:** Camilla reported that the Volunteers Summer picnic was attended by 30 people; a BBQ meal was followed by card bingo. The Volunteers Christmas party will be on December 15 at the Bell Social Hall #1. Times and details will be announced at a later date.

**Book Buddies:** Judy reported that she has acquired two new patrons over the summer and is not currently in need of any additional Buddies. She will hold a Book Buddies' volunteer meeting in October. Judy has recently purchased books from Books Around the Corner and then been reimbursed by the patron requesting them.

Charlotte Kloss reported that Book Friends had to cut down on schedules during the summer months but that there has been a high degree of interest from the memory care facility and from potential new readers.

**Board Development:** Cathy will be meeting with each Director during the month of October to determine a path of succession for those officers and directors nearing their term limits.

**Web and Records:** Marcia reported a slight YTD increase in "hits" over 2016.

### **BOARD ADVISORS:**

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

Mary Anne reported that summer sales were steady and she was pleased with the results of the special DVD sale and the 50% off paperbacks on Mondays. A half-price store-wide sale is planned for November 16, 17 and 18 with special 9:30 to 4:00 hours. A sale at Fairway is scheduled for December 7-8 with set-up on the 6<sup>th</sup>. The Christmas Boutique will be set up on December 1 and Mary Anne asked for donation of holiday items.

On behalf of Tim Geiger and herself, Marcia reported that they are encountering all sorts of frustrating roadblocks to get the Amazon on-line book sales up and running. They will work on using eBay and ABE instead.

#### **Library Manager - Frank Patterson**

Frank reported that library programs were sparse in August and he provided figures for Summer Reading Program participation at Bell and Fairway. Kate and Briana want to investigate the possibility of a patio or garden area; this will be addressed when Briana returns from vacation. Frank also reported on repairs to the front door, improved signage and additional shelving on order for Fairway. The new charging station is in place. The library staff is finding all sorts of shelving errors with their new adopt-a-shelf program. Frank announced cancellation of the seed exchange but MCLD is investigating beginning their own program.

#### **RCSC Representative – Jerry Walczak**

No report. Jerry asked that Friends let him know if we want his help publicizing our programs and activities.

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

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Marcia reported that Tom is experiencing some difficulty with e-mail distribution of the monthly newsletter. Some with AOL addresses are having bulk mailings flagged as spam. Rusty Bradshaw suggested alphabetizing the distribution list to create separate groups so the posting isn't so large that it get flagged.

**OLD BUSINESS:**

Carol Hager reported that she has established a separate Facebook presence for Books Around the Corner.

Jessica confirmed that a check for \$500 was indeed sent to the Sun City Fire & Medical for their 2017 Fund Drive.

**NEW BUSINESS:**

The family of Mildred Stevens, long-time Friends volunteer, has asked that the money due her upon retirement be used to purchase something for the library or bookstore in her memory. Several suggestions were made and Camilla will do further investigating to determine the best use of these funds.

There is no written policy for thanking donors and it was agreed that we “play it by ear” with everyone letting one of the officers know when a thank-you card or other acknowledgment is called for.

It was approved that Friends donate \$5000 to the Sun City Historical Museum and accept their offer of a sponsorship table at the 2017 Gala with an eye to making our presence known to the community at large. The four officers will attend; a drawing will be held among Board members for the remaining four seats.

There being no further business, the meeting was adjourned.

Respectfully submitted,

Patricia S. Bates, Secretary