



September 13, 2018 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, Sue Blechl, Cathy Weyers, Jessica Potter Slider, Charlotte Klose, Roberta Hawksworth, Ruth Polansky and Pat Bates. Board advisers present were: Brianna King (MCLD), Mary Anne McDonald (Bookstore) and Jerry Walczak (RCSC). Rusty Bradshaw of The Independent also attended. Guests were: Jackson Hadley, Vicky Novak and Sue Painter. Marcia updated the Board on the health status of several Board members and former members. Rusty Bradshaw was thanked for the very nice article about Books Around the Corner which ran in a recent issue of The Independent. It was noted that Rusty has a book coming out before year end.

Approval of Minutes: There were no additions or corrections to the May minutes.

REPORTS:

Treasurer: The treasurer's report dated August 31, 2018 was distributed. Jessica reported that the budget is on target, investments are performing as projected and that unspent funds remain and may be reallocated if needed elsewhere.

Standing Committees:

Publicity: Roberta reported that the bulletin board outside the bookstore should be in place by the end of the month. She is still searching for a banner for promotion purposes.

Community Outreach: Sue Blechl reported she is working out schedules with MCLD regarding booth staffing for community events. Brianna King said she has received a prize wheel from MCLD for use at such events. Sue will be emailing Board members to volunteer to staff the booth as events are scheduled. A mailing to non-RCSC organizations and area churches is being prepared offering Speakers Bureau programs for their meetings.

Finance: Jessica noted that the next meeting of the Finance Committee will be October 12 at 9:15 in The Gathering Place. It is expected that they will be reviewing third quarter investment results.

Volunteer Activities: Cathy Weyers, on behalf of Camilla Kuberka, reported on the Ice Cream Social for volunteers held August 30 at Fairway. There were 48 volunteers (and signific others) signed up, 40 attended. Ten Dairy Queen gift cards were given out to lucky ticket holders.

Book Buddies: Marcia reported that Arlene Schindler was hospitalized over the summer but has the program organized and running smoothly with approximately 20 volunteers matched to approximately 18 buddies. Arlene feels she can coordinate the program from



home during her convalescence but will need assistance to carry out the physical aspects of the program, such as going to area nursing homes, interviewing new Buddies, etc.

Book Friends: Charlotte reported that her group worked all summer on this program and it is going well, with accolades from activity directors and patrons alike. She thanked Mary Anne McDonald and Kate Moore for helping with selection of reading material. Charlotte requested a new brochure; Marcia will prepare copy for rack cards which she will send to Charlotte for approval.

Board Development: With the resignation of Joyce Kirkham from the Board, Cathy Weyers noted that we are now below our optimum number of Board members. Marcia urged everyone to invite potential candidates to attend a Board meeting as a guest to determine if they might enjoy serving on the Board. Cathy also noted the hard work put in by some Board members over the summer to prepare the new Board and Committees Responsibilities document. She also reminded Board members to wear their badges when in the library or bookstore.

Web and Records: Marcia reported the program used for the Friends web page has improved their monitoring ability and she can now access data more easily. The page has been up and running for about five years and there has been a steady increase in "hits" over that time period.

BOARD ADVISORS:

Bookstore Manager - Mary Anne McDonald

Mary Anne reported that bookstore sales for August were excellent and the store remained busy all summer long. A date has not yet been set for the autumn Fairway sale, nor for the Bell sale in January. She has requested craft and holiday items for the Christmas table.

Library Manager – Brianna King

Having introduced the two new librarians prior the business portion of the meeting, Brianna noted that Jackson Hadley is working on some inter-generational programs and Vicky Novak is working on technical programs. Brianna reported that Fairway will have all new computers for patrons' use next week and Bell will receive new computers in the very near future. All new computers are equipped with Windows 10. Another evening murder mystery program will be at the Fairway library on October 18. MCLD is currently working with RCSC on approval for installation of baby changing stations at Bell and Fairway; they are standard at all other MCLD libraries. Brianna will follow up with Jeremy Reeder on where things stand regarding the Morningstar subscription.

RCSC Representative – Jerry Walczak

Jerry reported that the drive-up drop-box is on the back burner with RCSC due to issues with golf courses, storm damage, etc. over the summer. He will continue to monitor the



status. He noted that he has only four months left on the Board and if Friends have anything they want presented to RCSC they should get in touch with him. He asked Brianna if we could borrow an MCLD phone to test the line he has installed at the bookstore's front desk.

Writer & Editor-in-Chief – Tom Everitt

Marcia reported that Tom will be back in November. Over the summer, he proofed the new “Board and Committee Responsibilities” document and, once approved, a corrected copy will be distributed.

UNFINISHED BUSINESS:

Marcia Davis called for a vote to approve the revised “Board and Committee Responsibilities” document dated 9/5/18. It was noted that various public relations functions would be overseen by the Vice President. The new position of Volunteers Coordinator will work with managers and others to maintain volunteer data, be a point of contact and refer and interview candidates. The Treasurer's responsibilities were also slightly modified. Cathy Weyers moved the document be accepted, Roberta Hawksworth seconded the motion. Motion carried.

The Volunteer Coordinator program has been underway with Ruth Polansky appointed as interim chairman. Ruth has mailed out a survey to volunteers and has had a good response thus far. She will begin work to make applications for non-MCLD volunteer positions more consistent and will bring a sample to the next meeting.

With the resignation of Joyce Kirkham, Sue Painter suggested that we revert to the old system for reporting volunteer hours.

Brianna noted that the charging station at Bell is being well used and she is checking into whether or not there is space for one at the Fairway branch.

NEW BUSINESS:

Sue Blechl noted that 2019 will mark the 10th anniversary of MCLD's take-over of the Sun City libraries and we should be thinking about ways to make note of it in the community.

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

Respectfully submitted,

Patricia S. Bates
Secretary