

**Friends of Queen Anne's County Library**  
Minutes  
of  
Monthly Board Meeting  
February 5, 2018  
Centreville Library

The Meeting was called to order at 7:06 PM with President, Kathie Smarick presiding. In attendance were Elaine O'Neal, Connie Zillig, Penny Lins, Sue Haddox, Beth Maier, and John Walden.

In the absence of DeAnn Cheyne, Elaine O'Neal served as Secretary and drafted the minutes.

Minutes of the December 6, 2017, meeting were distributed via email in January 2018. An electronic vote was completed on January 17, 2018, via email to approve the Minutes of the December 6, 2017, meeting. The motion was made by Connie Zillig, seconded by Penny Lins. The minutes were approved unanimously. The January Board Meeting scheduled on January 8, 2018, was cancelled due to inclement weather, therefore, no minutes were taken.

**Financial and Membership Update**

Connie Zillig, Treasurer, presented the financial and membership reports. The balance as of February 5, 2018, is \$23,348.65. The net amount from the Annual Appeal is \$16,713.00. As of this date, the Friends have 303 members, a decrease from 306 members last month. The decrease was a result of five memberships that lapsed (301 members) and two new members who joined (303 members).

**Friends Web Page**

Kathie Smarick reported no programming changes to the website. She has added the Rams Head Dinner Out to the Events page and made registration available online for the Annual Meeting. There have been 15 new posts on Facebook in the last 30 days. We've held steady at 469 followers in the last month.

**Library Director's Update**

**Kent Island Expansion and Commissioner's Meeting**

John Walden reported that there was a standing-room only crowd for the second Community Input Meeting on the Kent Island Library Renovation, including two county commissioners in attendance. The design team's feasibility study recommends an expansion of the library by 12,200 square feet and will be presented at the Commissioners' meeting on Tuesday, February 13. If planning to speak during public comment, in support of funding for the Kent Island Library, sign in at 9:00 am; the library is on the agenda for approximately 11:00 am. Community groups (MES, MMS, KIES, BES, GES, and the KI Heritage Society) have been contacted to send a representative to the meeting to state their group supports the funding for the KI Library expansion project. MES PTA confirmed at least two people will speak. John will ask the Chamber if they will send a representative.

### **Dolly Parton Imagination Library**

John requested funding to support the Dolly Parton Imagination Library. He is presenting the library's fiscal year 19 budget to the County Administrator and wants to show both public and private support. Currently, the cost is \$1250.00 a month to support the enrollment. Current funding commitments will support the program for more than a year. At this time, the program has not been promoted throughout the community. John is waiting for the official confirmation from the Dolly Parton Foundation.

Penny Lins made a motion to fund the Dolly Parton Imagination Library at the cost of one month for \$1250. Connie Zillig seconded the motion. There was a discussion as to the amount the Friends would be asked to donate in the future. Eventually there might be a fixed amount that will be given each month. The motion passed unanimously.

### **Guys Read**

Guys Read program in county elementary schools was delayed but has now started. There are some new volunteers but fewer sessions because of a late start. A book is given to each boy at the end of the program. There are 306 4<sup>th</sup> grade boys this year. John requested funding for the purchase of 200 books at the total cost of \$1200.00

Penny Lins made a motion for \$1200 be donated to the library for the purchase of the books. Sue Haddox seconded it. The motion passed unanimously.

### **Other**

John reported the self-check station has been ordered and will be set up at the Centreville Library. This item was funded by the Friends last year.

### **Old Business:**

#### **Annual Appeal – Connie and Kathie**

Kathie presented to the Board of Trustees at their January meeting. They were all pleased at the ease of the Annual Appeal and the amount of money raised.

Connie put together a list of approximately 17 people who donated \$100 or more in 2016 but didn't give this year. John agreed to follow up with these previous donors with a note confirming that the Friends of the Library appeal is the only appeal this year. Connie shared that 20 people used PayPal this year; there were 11 business donors; the bulk of the memberships are at the \$25 - \$49 level, followed by the \$50 - \$99 level. Kathie brought up that an Access software license needs to be purchased so that multiple people can access the database with all member and appeal information. Penny Lins made a motion to purchase the Access software license up to \$500.00. Sue Haddox seconded the motion. Everyone was in favor.

## **Quilt Raffle**

The case at Centreville library is now empty. Penny has taken out the quilt and stored it in the Friends room at the library. A picture of the quilt will still show up on the screen over the circulation desk.

Elaine and Beth turned in quilt money this evening.

## **Sales**

- Centreville Library – will continue to sell at the front desk
- Annual Meeting March 5 – quilt will put on display at the Annual Meeting
- *Jamal and Me* Event March 16
- Rams Head fundraiser March 27
- KI Farmers Market April 19 and April 26 (DeAnn 26<sup>th</sup>)
- Kent Island Day May 19
- Petapalooza (sometime in May)
- Summer Reading Program early June
- KI lobby on primary day June 26
- KI library month of August
- Book Sale Days (preview and selling day)

Quilt raffle total to date is \$359 and Friends goal is to raise a \$1000.00.

## **Board Management**

### **Nominating Committee status**

Members Joyce Feldman, Mary Ciesielski, and Carol Collins met on January 26<sup>th</sup> with information on our process for soliciting new board members. Joyce Feldman was selected as the chair of the committee, and the committee reviewed the materials. The committee's report was sent to the FOL Board and will be presented at the Annual Meeting on March 5 during the business meeting. The nominating committee did contact all the people who offered to serve on the board letting them know the status of the process.

### **Proposed dates for retreat**

The retreat will be approximately 3 – 4 hours on a Sunday afternoon/evening in March or April. Kathie will send out an email to everyone for availability and then try to reserve the Wye Conference Center. We can work together to identify core topics for the retreat.

### **Annual Meeting**

The annual meeting is scheduled for Monday, March 5 at the Centreville Library and is a free event to members. Speakers will be Kathie Smarick, John Walden and Jim Duffy. Kathie will address the business part of the meeting. John will address how important the Friends of the Library are to the library and address expansion questions. Jim Duffy has confirmed and will speak for 20 minutes about the Underground Railroad in Queen Anne's County followed by a Q&A session. His book will be available for purchase and one will be given as a prize.

There was consensus on Linda Scheurholz as Volunteer of the Year, especially for her Spelling Bee work. She is unable to attend the meeting, but Kathie will let her know she has been named Volunteer of the Year.

To date, 16 people have RSVP'd. One email has been sent so far. Now that a month out, Kathie will start emailing and pushing on Facebook. A mailing will be sent next week to those for whom we don't have emails information. Kim will include in the library newsletter and on the in-house announcement monitors. Save the Date postcards were sent out to FOL members over the weekend with dates for annual meeting, Rams Head, and the book sale.

Penny is responsible for set up and logistics. Penny has asked for access to the room at 5:00. Anyone who can come early is welcome to help set up. Penny will let the board know what needs to be done through email.

### **Jamal & Me, by Carol Franks-Randall**

The event will be held at the Kent Island Library from 2:30 – 3:30 on March 16. This is an early dismissal day for students in QACPS. Elaine shared the press release and a flyer for the event. It was suggested she add that it's an early dismissal day for school on the flyer. Elaine will update the flyer and send to QAC BOE for approval to send to elementary schools; she will send it to Kathie for Facebook; and she will send it to Kim and Julie to put on the in-house announcement monitors. Kathie will give Elaine the contact information for the press release.

Carol is very excited about the event. She is planning to read aloud her book, answer any questions and have bookmarks and coloring pages for the children. In addition, her book will be available for purchase and she will autograph it.

### **Other 2018 + Events Updates**

- Dinner out at Rams Head: Tuesday, March 27
- Chef's Dinner: TBD Beth is still working on with Knoxie's Kitchen. Rustico was suggested as an alternative location
- Reading Pro Awards: Carol is making arrangements to attend a Reading Specialist meeting at the Board of Education
- Sweet Frog and Reading with Friends: July – Sue Haddox
- Book Sale: Saturday, August 25 (Preview Sale: Friday, August 24) – Penny Lins (Penny will be away on August 5 -11)  
**Book donation days** will be: June 16, July 21, and August 11
- Friends of Library Week: Oct 14-20 – Penny is going to investigate a music event

### **New Business**

#### **Sponsors for Summer Reading Program**

Since we aren't having a Bee or other major event this year, we still want to maintain our momentum with keeping businesses involved. Beth and Kathie will be meeting with Julie Ranelli about a plan for how Friends can seek sponsors for summer reading program

#### **Kent Island Rotary Club**

Beth has arranged a meeting with the KI Rotary Club on February 20 at 7:30 am. The meeting will be at the KI Yacht Club. Beth and Kathie will present about the Friends of the Library and make a request for a donation. Anyone on Board is welcome to attend.

**Bellies, Babies and Beyond Book Swap**

Held this past Saturday. Leftover books donated to FOL for Book Nook/Book Sales. Kathie will house boxes of books in her garage.

**Shelving Volunteers at Centreville Library**

Penny plans to be in touch with eight volunteers in February to confirm their interest and set up a training session.

**Endowment Committee of the Board of Trustees**

Trustees setting up an endowment committee, chaired by Kathy Killeen. Kathie and Connie are members on the committee. First meeting was in January and the primary goal is providing a vehicle for people to include the library in their estate planning. There isn't a conflict with Friends thus far, and the Trustees are clear that they have no plans to engage in community based fund raising like Friends of the Library.

**Book Festival Trip**

One of the shelvees from Kent Island Library suggested the Friends organize a bus trip to the 2018 National Book Festival in Washington. Connie will ask her if she wants to look into planning it (event itself is free).

There being no further business the meeting was adjourned at 08:38 PM.

Respectfully submitted,

*Elaine O'Neal*

Elaine O'Neal