



Friends of Queen Anne's County Library
Approved Minutes
of
Monthly Board Meeting
April 02, 2018
Kent Island Library

The Meeting was called to order at 07:02 PM with President, Kathie Smarick presiding. In attendance were DeAnn Cheyne, Penny Lins, Connie Zillig, Beth Maier, Elaine O'Neal, Sandra Seitz and John Walden. A Library Board of Trustee's liaison was unable to attend the meeting.

Minutes of the February 5, 2018 meeting were presented for approval. **A motion to approve the Minutes of the February 5, 2018 meeting was made by Connie Zillig, seconded by Sandra Seitz. The minutes were approved unanimously.**

Connie Zillig, Treasurer, presented the financial and membership reports. The balance at the end of this reporting period is \$23,020.87. As of this date the Friends have 314 members. Nine members are past their renewal dates. The Treasurer's report was acknowledged and filed for audit. Connie presented an analysis of used book sales income for the last two years. Sales had doubled at Kent Island and quadrupled at Centreville. An electronic motion made earlier in the month to lower the price of hard cover books to \$1.00 was withdrawn.

Kathie Smarick reported that 2018 events and the 2018 Annual Report were posted on the Friends' website. Twenty-two new Facebook followers have been added.

Library Director's Update - John Walden

Kent Island Expansion and Commissioners

John explained that the County Commissioners had agreed (by a 3-1 vote) to approve the county to issue a Request for Proposals for teams to work on a 12,200 square foot addition and renovation of Kent Island Library. This scope of project reflects the recommendations of Manns Woodward Design, following its feasibility study, completed in Winter 2018. Interested firms will submit proposals to the county by April 13, 2018, and the County Commissioners will select a team to move forward with this project in Summer 2018. The Library will be submitting a grant application to the State of Maryland in May 2018 for funding to support the expansion project in 2019. This application requires a letter of commitment from the County Commissioners, indicating that county leadership supports the project at the scope presented in the grant application. John will request this letter of commitment from the Commissioners in May.

Take Action for Libraries Day; Thursday, April 12

An advocacy effort of emails and letters to the County Commissioners is needed to Support the Kent Island expansion.

Trustees Capital Campaign Committee

The Trustees cannot go forward with a capital campaign until the County Commissioners approve funds for the Kent Island Expansion.

Dolly Parton Imagination Library registration support

FOL members, including board members, can cover 13 of the 26 slots needed for enrolling pre-K candidates in the program.

Guys Read Program

The Friends have supported the purchase of free books to be given to the 4th grade boys participating in the program.

Old Business:

Annual Appeal – Connie Zillig and Kathie Smarick

The updated total contributions to the 2017 Annual Appeal is \$19,189. Penny Lins checked with Centreville staff, who indicated that few Appeal donors have claimed their membership gifts. Kent Island staff confirmed that, beyond some initial pick-ups in November, very few people have come into claim their gifts. **A motion was made by Penny Lins and seconded by Connie Zillig to sell the membership gifts at both branches of the library. Item pricing will be decals \$1, water bottles \$3 and insulated tote bags \$5. Funds for the membership gifts are to be kept separate from used books sale and quilt raffle funds. The motion was passed unanimously.**

Quilt Raffle

The Friends have received \$559 in proceeds of raffle ticket sales. Sales opportunities at the Kent Island Farmers' Market, Kent Island Day and the Chesapeake Mom's Bazaar are fully staffed. Future sales venues are the Summer Reading Kick Off, Primary Day at the Kent Island branch, August sales at the Kent Island branch and the Friends' August Book Sale.

Board Management

Board Retreat

The Board Retreat will be on Sunday, April 29th from 9:00 am till 12:00 noon. Sandra Seitz has offered her home as a site for the retreat. Beth Maier is going to check with CBEC and the Aspen Institute to see about renting one of their Board rooms. Then a decision will be made. At either venue the Friends would still provide food or lunch. Elaine O'Neal volunteered to draw up an agenda.

Event After Action discussions

Annual Meeting – Kathie Smarick

The Friends gained one new member at the Annual Meeting. Attendees included some members who joined for the first time through 2017 Appeal. It was a successful event. It was suggested that next year the Friends invite some non-members i.e. library staff, county commissioners.

Reading with Friends *Jamal & Me* – Elaine O'Neal

While sparsely attended the reading by Carol Franks-Randall was well received. Carol is publishing another book in June. The possibility of having her do another reading in the fall was discussed.

Dinner Out at Rams Head – DeAnn Cheyne

The proceeds from the Rams Head Dinner Out was \$350. The check will be ready in a few days. The 50/50 took in \$71 and the quilt raffle took in \$60. It was suggested that one additional volunteer be scheduled during the busiest dinner hour.

Future Events

Chef's Dinner: TBD

Beth Maier reported that Knoxie's Table is not interested in hosting this event, but they donated a gift dinner for two. It was suggested we approach Rustico.

Sweet Frog and Reading with Friends – July – Sue Haddox and Beth Maier

Sheriff Hoffman is scheduled to read. Chances on a prize will again be offered to those children wearing the Summer Reading Program t-shirts. There is \$150 in the budget designated for the give-away books for this event.

Book Sale – Saturday, August 25 (Preview Sale: Friday, August 24) and Book Donation Days

– Penny Lins

Books will be moved from storage to the Libraries on Thursday, August 23rd. A definite number of volunteers for Donation Days and the August Sale will be determined.

Friends of the Library Week Event: week of October 14-20 – Penny Lins

A joint venture with the QAC Arts Council is under consideration. This could also be a "FOL 5th Anniversary" event. A concert by classical and jazz pianist Stefan Scaggiari is a possibility.

Spelling Bee – Winter/Spring 2019

A chair for this event will be determined by the May 2018 meeting.

New Business

Summer Reading Program

\$1500 is needed to offset the cost of the supplemental programs for SRP. At this time the Friends have \$750 in hand and \$350 promised. Hardee's has also donated Kids' Meal coupons. Member volunteers were able to inventory and sort 1000+ t-shirts. Volunteers for the t-shirt distribution will be determined closer to the event.

Used Book Inventory

There have been an overwhelming number of contributions at both branches in the past few months. Centreville has temporarily stopped taking donations. A "Backroom Sale" for members only will be held at the Centreville branch on April 21st try to reduce the large number of books in stock. Centreville used books are being passed on to several agencies including Hospice and the Arts Council. A DVD sale at Kent Island is also being considered.

Reading Pro Awards – Carol Franks-Randall and Elaine O'Neal

Carol Franks Randall is leading this effort and is coordinating with Reading Specialists at 6 schools. Board members are asked to try to hold times from June 12 – 15 for possible ceremonies. As soon as we have specifics on ceremonies, Carol will let the board know, and we can plan.

Gathering membership demographics – Sandra Seitz

Sandra Seitz suggested that the Friends need to gather membership demographics to help select appropriate events and fundraising efforts. An online survey and use of a relational database was suggested.

There being no further business the meeting was adjourned at 09:17 PM.

Respectfully submitted,

DeAnn Cheyne

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