



Friends of Queen Anne's County Library
May 01, 2017
Kent Island Library

The Meeting was called to order at 7:04 PM. Present: Kathie Smarick, Connie Zillig, DeAnn Cheyne, Penny Lins, Sue Haddox, Beth Maier, John Walden, Ann Ziegler Absent: Carol Franks-Randall

Minutes of the April 03, 2017 Meeting were presented for approval.

A motion to approve the Minutes of the April 03, 2017 meeting as amended was made by Penny Lins, seconded by Sue Haddox. The minutes were approved unanimously.

Connie Zillig, Treasurer, presented the financial and membership reports in writing before the Board Meeting. Highlights of the Treasurer's report follow. Significant income was from book sales (\$342), Ram's Head fundraiser (\$449), and member dues (\$400). Significant expenditures included the annual insurance premium (\$255) and summer reading program expenses (\$2,250). The Friends checking and savings account balance at the end of this reporting period was \$ \$14,270.78. As of this date the Friends have 88 members. Two new members have been added since the last Board meeting. So far, seven members should have renewed their membership in March. Discussion ensued about the cost of credit card capabilities for the book sale. It was decided that further research was needed especially into the availability of a special non-profit deal.

Other items in the Treasurer's report:

- 1) Form 990-N has been filed with the IRS. This is the e-Postcard filing for tax-exempt organizations not required to file the Form 990 or 990-EZ. We are allowed to file the e-postcard since our gross receipts are less than \$50,000. The due date is May 15, 2017.
- 2) Connie is taking an on-line course to learn the Access database program prior to merging the Appeal data and our membership data. She would like each board member to think about what kinds of questions you would like to ask a database. This will help in the upfront design of the database.

Old Business

- Membership in United for Libraries has been completed.
- The efforts made by the Friends for the library staff during National Library Appreciation Week were welcome at each branch.
- The Centreville Library staff has expressed their appreciation of the Friends support of the puppet show for Pet-a-Palooza.

Kathie Smarick reported that the web designers are working on a possible redesign to the home page. There is also work being done to change the PayPal link to one that has no fees for a non-profit organization.

John Walden reported the QAC Commissioners are expected to put the funds for the Kent Island Branch expansion back into their FY 18 budget. The huge support given by the community during the Budget Open Forum meetings and in letters and emails to the Commissioners were invaluable in getting the Commissioners to reach this decision. The \$325,000 in matching funds for the state grant should be approved at the May 9th working meeting of the Commissioners. The time frames for future County funds for the expansion will be negotiated to ensure the success of the project. Kathie Smarick will draft thank you letters to those who spoke at the Budget Forums in support of the library. The letters will be sent jointly from the Friends and the library. Ideas of ways to engage the commissioners included: invitation to the Annual Meeting, possible invitation to judge the Spelling Bee, invitation to Reading with Friends, invitation to present the County Commissioner's Proclamation at a fund raiser.

A review of the 2017 Friends' activities was next on the agenda.

- Crafting with Friends: Wye River Designs – May 2nd – Kathie Smarick reporting
The event has been postponed because of low enrollment.
- Reading Pro Awards – June – Carol Franks-Randall reporting via email to the President
Carol will have presentation dates for the mid-June Rising Up Ceremonies very soon.
- Sweet Frog – July 20th – Sue Haddox reporting
Sheriff Hoffman has agreed to read that day at 2:00 PM at Sweet Frog. We will update event fliers and the website description to specify the reading time. **After discussing it was decided by consensus to have a give-away that is tied to the summer reading program.** The conclusion was to offer a chance to win a Sweet Frog Gift Card if the child is wearing a Summer Reading t-shirt.
- Book Sale – August 25th & 26th – Penny Lins reporting
Penny Lins is getting the 2016 flyer to Betty in hopes of Kacey updating it before she goes on maternity leave. A discussion of having a special books table at the book sale was favorably received and shelveers will be asked to set aside any donated books that might be considered for this collection. **After discussion of the usage of bags for the book sale it was decided by consensus to keep the cost of a bag at \$10 but reduce it to \$5 for the last hour of the sale.** To streamline the book intake process for the August sale Penny is going to look into having three donation days set up at the U-Haul site. The donated books will be culled at point of entry and books that are not usable will be immediately returned to their donors. Disposal information will be supplied to the donors. Suggested summer dates for the Donation Days are June 17th, July 15th, and August 12th – all from 9:00 AM to 12:00 PM. If U-Haul agrees to allow the Donation Days, Friends members will be asked to volunteer.
- Restaurant Night at Doc's – Penny Lins reporting
Doc's is happy to set up a donor night on Mondays between 6:00 PM and 9:00 PM. 10% of all sales will be donated to the Friends. Doc's has suggested that the Friends maximize benefits by offering a 50/50 or have a selection of raffle items. They are willing to ask their distributors for raffle items. Penny is going to Doc's to reserve Monday, September 18th.
- Spelling Bee – DeAnn Cheyne reporting

The first regular planning meeting is scheduled for Tuesday, May 9th at 02:00 PM at DeAnn's house. DeAnn will email to Kathie verbiage for a save the date notice to go on the Friends website.

- Sunshine – Carol Franks-Randall reporting via email to the President
Carol gave a donation from the members of the Board of \$90 to John Walden for the Mary Dunn Adult Education Initiative.

A lengthy discussion on the membership process was predicated on the work Kathie Smarick, Connie Zillig and DeAnn Cheyne did over the last month. The discussion examined and reconsidered the benefits associated with each level of Friends membership, considered the advisability of shifting all members to January – December terms to coincide with the Annual Appeal and finalized a course of action on gifts/swag for new members via the appeal and renewals. **It was decided by consensus to keep accepting new members (outside the Appeal timeframe) throughout the year and to track these members based on the date they join the Friends. Renewal requests for these memberships will be sent quarterly rather than monthly as has been done in the past. The Annual Appeal request will be sent to all identified library patrons with a note recognizing that some patrons are already a Friend Member and they are welcome to make an additional donation. Library Patrons who make a \$25, or more, donation will become a Friend. A thank you letter or email will be sent to all library patrons who donate to the Appeal, or who renew an annual Friends membership. Suggested benefits associated with each level of membership are: \$10 & \$25/Friends Library Card, \$50/Friends Decal and Friends Library Card, \$75/Friends Mug, Friends Decal and Friends Library Card, \$100/Friends Tote Bag, Friends Decal and Friends Library Card. Appeal Letters will focus on a specific library project or purchase to present a reason to donate to the library. Penny Lins will investigate the prices of these items from a selection of vendors to report at the June Board meeting when a decision on membership benefits can be made.**

John Walden reported that the Centreville branch, except for the meeting room, will be closed May 1st – May 5th. After this week the public area of the Branch, except for the new small conference room, will be complete. The Grand Opening will probably happen in June. The Friends will determine the exact nature of their participation in the event once a date is set.

Kathie Smarick, Beth Maier and Penny Lins presented completed research on signage to propel the Friends branding campaign. Kathie has a contact (library patron Larisa Frankoski of Moya Lara designs) who will print 19x32 posters for the Friends. This excludes the need for poster or foam board signs on an easel. Beth Maier demonstrated an approximately 72" retractable floor sign used in her business. Penny Lins presented research on a retractable tabletop sign that can accommodate more than banner providing the ability to switch messages. **A motion to spend up to but not over \$150 for two retractable tabletop signs was made by DeAnn Cheyne and seconded by Sue Haddock. The motion was accepted unanimously.** Penny Lins is going to arrange for the purchase.

Further discussion on branding included additional pricing gathered by Beth Maier for the printing of the Friends logo on the current supply of Summer Reading Tee Shirts. It was concluded that even the competitive pricing of The Benedictine School was too high to entice the Friends to proceed with the project.

Outreach opportunities were presented by Kathie Smarick. Plans were finalized for a Friends display at Pet-a-Palooza on Sunday, May 21. Friends Member Crystal Foster will man the table. The QAC Library has a table at Kent Island Day on Saturday, May 20th. The Friends will explore whether it's possible to partner with the library at this event. Dates for the Summer Reading Program t-shirt distribution will be in early June. Exact dates and times are forthcoming.

New Business

- Chesterwye Center Inc, an agency that provides a variety of services for over 70 adults with Intellectual Disabilities, has expressed interest in having the Friends partner with them on their literacy support services. Friends Members will be requested to participate in one-on-one reading sessions. **It was decided by consensus to partner with Chesterwye on their literary support services.** Carol Franks-Randall is willing to lead this initiative.
- Penny Lins presented a request from students at Wye River Upper School to contribute new or used books to an initiative they are running to support the Abbottston Elementary School in Baltimore, MD. This inner-city school, Kindergarten – 5th Grade, is seeking books for their summer reading program. **A motion to donate 50 used books to the WRUS/Abbottston Elementary School was made by Penny Lins and seconded by Sue Haddock. The motion was accepted unanimously.**
- Kent Island staff member Terri Flaherty is a member of the Queen Bees, part of the Annapolis Quilt Guild. She, and some members of the Queen Bees, have offered to create a quilt to be raffled as a Friends fundraiser. The last time the Queen Bees did this they were able to raise and donate \$1500. The quilt could be ready for the 2018 QAC Fair and the 2018 Friends Annual Book Sale. **It was enthusiastically decided to accept the Queen Bees offer of a quilt for raffle in 2018**

No electronic votes were taken during the month.

The next meeting of the Board will be by June 5, 2017 at the Centreville Branch.

There being no further business a motion to adjourn the meeting was made by Penny Lins and seconded by Sue Haddock. The meeting was so adjourned at 09:16 PM.

Respectfully submitted,

DeAnn Cheyne

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