



Friends of Queen Anne's County Library
Approved Minutes
of
Monthly Board Meeting
August 7, 2017
Centreville Library

The Meeting was called to order at 7:02 PM with President, Kathie Smarick presiding. In attendance were Carol Franks-Randall, DeAnn Cheyne, Penny Lins, Connie Zillig and Kim Baklarz. Absent were Sue Haddox, Beth Maier, John Walden and Ann Ziegler.

Minutes of the July 10, 2017 meeting were presented for approval. **A motion to approve the Minutes of the July 10, 2017 meeting was made by Connie Zillig, seconded by Carol Franks-Randall. The minutes were approved unanimously.**

Connie Zillig, Treasurer, presented the financial and membership reports. The balance at the end of this reporting period is \$14,271.33. As of this date the Friends have 85 members. Three new members joined the Friends since the last Board meeting – Jack & Becky Ehmann, Richard Reiter and Elizabeth Driscoll. So far, twelve 2017 members have not renewed their membership. The Treasurer's report was acknowledged and filed for audit. **A motion to amend the June 5, 2017 minutes to delete the Annual Appeal Timeline Addendum and edit the Treasurer's Report as indicated in a July 17, 2017 email from Connie Zillig was made by Connie Zillig and seconded by Carol Franks-Randall. The motion passed unanimously**

Kathie Smarick reported that Scrawl Design has fixed the coding on the Friends Donate Page so contributors can now donate anonymously online. Content updates about the Spelling Bee, Sweet Frog, Book Sale were made this month. The Friends' Facebook page is up to 416 followers and had 17 posts in July.

New Business

- Kathie Smarick reported that the Library Board Trustees have established a Library Endowment Fund through the Mid Shore Community Foundation. The endowment is a tool for long-term funding which enables a mechanism for people to include the QAC Library in personal estate planning. The Library is putting \$100,000 into the fund from its reserves. The Library Board has not asked the Friends for any funding nor does it see the Endowment as interfering with the Friends' fundraising efforts. Kathy Killeen is chairing the Board's Endowment Subcommittee and has asked for a Friends board member to serve on that subcommittee. Connie Zillig has agreed to do this.

- Carol Franks-Randall reported on the proposed Friends' initiative to set up a Books and Babies program in collaboration with the Library. It was decided that more research and planning were needed and that contacts with local pediatricians should be established before implementing the program. A 2018 launch is under consideration. Involving local civic organizations to fund the program is being considered.
- A discussion initiated by Carol Franks-Randall about enhancing the current updates emailed to Friends members to an E-newsletter led to a decision to continue the update as is and reconsider enhancements in 2018.

Connie Zillig reported that she is comfortable with the progress being made on the Annual Appeal. Kristen Pironis is discussing business outreach in the community with the Library Board. Kathie Smarick, Carol Franks-Randall and Sue Haddox are meeting on August 18, 2017 to discuss potential Appeal themes. It was decided that any cost for graphic design work would be taken out of the Appeal funding.

Penny Lins presented the revised Friends brochure. With small changes, the revision was enthusiastically accepted. It was decided that the \$75 Sponsor level of Friends membership will be eliminated. A Sponsor membership will now be \$250. The Board decided that all Friends members will receive a Friends Library card and an FOL decal. A Supporter of the Friends (\$50) will receive a collapsible water bottle, a Contributor (\$100) will receive an insulated tote bag. A Sponsor (\$250) will receive a canvas tote bag. These new membership levels and give-away items will be in place for the Annual Appeal drive in the fall. Penny will continue to research the best deal on give-away items.

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

- Sweet Frog Spirit Day and Reading with Friends – July 20th – Kathie Smarick reporting
Sweet Frog Spirit Day was a great success. The addition of Reading with Friends featuring Sheriff Hoffman enhanced the event. Thirty – forty kids, many in Summer Reading t-shirts, attended during the reading. It was decided that Reading with Friends has a strong enough draw to continue off-site on an annual basis. The Sweet Frog fundraiser raised \$190 from Sweet Frog plus \$26 in donations.
- Book Sale – August 25th - 26th – Penny Lins reporting
Penny Lins, Kathie Smarick and DeAnn Cheyne will work the final Donation Day on August 12th. The logistics of transporting the boxed books from the U-Haul storage facility to the libraries are in place. Arrangements for the Preview Sale are set for Friday, August 24th at 4:30 PM. Five hundred dollars in table sponsorship has been raised from 14 local businesses. Kathie Smarick will take the lead on making sure we have table signs for both libraries and that we have a half-page sheet with all the businesses listed to give to each person who buys a book. Currently, there are two volunteers working the morning of the sale and one volunteer working in the afternoon. More volunteers would be welcome. Better World Books has agreed to take away any unsold books, not only after the Book Sale, but any time of year there is an excess of books from the Book Nooks. Press releases for the Book Sale have been submitted to Shore Update, Record Observer and Bay Times. A large poster advertising the event is in the display case at Kent Island. Social media is also being used to get the word into the community.
- Restaurant Night at Docs – September 18 – Penny Lins reporting
Plans for this Dinner Out event are shaping up.
- Adult Spelling Bee – October 19th – DeAnn Cheyne reporting
Raffle solicitation is organized and assigned. The sequence of events for the evening will follow the procedures of last year. Twenty-five-word sponsors, and three round sponsors, are being sought. A push to register teams is required now.

Old Business

- Chesterwe Reading Partners has not set dates for the reading program. Therefore, no volunteers have been sought.
- The Annual Report and the Book Sale and Spelling Bee flyers are on display in the Kent Island lobby display cases for August.
- An application to have a table at the Centreville Rotary Artisans Festival on October 7th and 8th will be submitted if we can secure enough people to staff the event.
- The Library Staff, Board of Trustees and Friends Picnic has been scheduled for Sunday, September 10th.
- A Member Only Event will be planned for early November as a kick off to the Annual Appeal.

Carol Franks-Randall volunteered to take the minutes at the September Board Meeting if Sue Haddox or Beth Maier are unable to do so.

A brief discussion on Committee Structure for 2018 served as an introduction to this future topic.

The next meeting of the Board will be Monday, September 11th at the Kent Island Library.

There being no further business the meeting was adjourned at 09:12 PM.

Respectfully submitted,

DeAnn Cheyne

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