



**Friends of Queen Anne's County Library**  
Approved Minutes  
of  
Monthly Board Meeting  
December 04, 2017  
Kent Island Library

The Meeting was called to order at 7:02 PM with President, Kathie Smarick presiding. In attendance were DeAnn Cheyne, Penny Lins, Connie Zillig, Sue Haddox, Beth Maier, Elaine O'Neal and John Walden. Kathy Killeen attended the meeting as the Library Board of Trustee's liaison.

Minutes of the November 6, 2017 meeting were presented for approval. **A motion to approve the Minutes of the November 6, 2017 meeting was made by Penny Lins, seconded by Connie Zillig. The minutes were approved unanimously.**

Connie Zillig, Treasurer, presented the financial and membership reports. The balance at the end of this reporting period is \$29,344.24. As of this date the Friends have 246 members. This number reflects 158 new members who joined during the Annual Appeal, launched last month. The Treasurer's report was acknowledged and filed for audit.

Kathie Smarick reported 20 Facebook page updates since the November meeting. Elaine O'Neal volunteered to help with updating the Friends web page and maintenance of and posting on the Friends' Facebook page in 2018.

**Library Director's Update** - John Walden

**Dolly Parton Imagination Library**

The Library Board approved the take-over of the Dolly Parton Imagination Library for Queen Anne's County. Elaine O'Neal will represent the Friends on an Advisory Committee being created by the Board of Trustees. The County Commissioners have given the funding for the 600 children currently enrolled in the program. The Library is looking for ways to fund new enrollees. The Library hopes to raise enough funds to be able to announce online registration during the 2018 Summer Reading Program, and John Walden noted that the Friends could consider funding part of the program in the future

**Spending request**

Proposed items/programs for the Friends financial support in 2018 included three items previously presented to the Friends:

- Funding the entire Summer Reading Program at \$11,000
- A charging station for the Centreville Library at \$790
- Sponsoring children's programming at the Pet-a-Palooza program at \$450

- In addition, John Walden noted additional Library needs Financial assistance in enhancing the exterior signage at the Centreville branch
- Making additional purchases of audio Play Aways
- Purchase of stools for the Kent Island branch teen area
- Marketing materials, including a duck costume

**A motion to approve an \$11,000 expenditure to support the entire cost of the 2018 Summer Reading Program, to purchase a device charging station (with the Friends of QAC Library logo on it) for the Centerville branch at not more than \$800 and to provide the funds for the entertainment at the 2018 Pet-a-Palooza event at not more than \$500 was made by Penny Lins, seconded by Elaine O’Neal. The motion passed unanimously.**

The Board asked John Walden to provide additional information on the costs of other needed items for discussion at future meetings.

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

Thus far, the Annual Appeal has generated about \$12,100, with donations from 198 individuals and 11 businesses/organizations.

More than one-third of 2017 donors aren’t providing email addresses. For 2018 several hard copy mailings to these donor/Members should be considered – in January a calendar, in March an invitation to the Annual Meeting and in August information about the Book Sale. Reminders about the Appeal Drive will be part of a general Friends update email next week. A reminder about giving in someone’s honor and a post-Christmas reminder about year-end donations will also go out. Board members were encouraged to make the direct follow-ups they committed. A direct follow up with civic organizations who have not yet donated to the Appeal will also be made. In addition, membership renewal reminders will be mailed to any recently lapsed members that did not participate in the Annual Appeal.

The Friends Board will hold a 2018 Retreat sometime after the Annual Meeting at the Aspen Wye Center.

#### **Member Recruitment and Retention**

##### **Members as Shelves – Kathie Smarick and Penny Lins**

Invitations to volunteer as a shelve will go out to Friends members in January.

##### **Christmas Outreach – Kathie Smarick**

The Board agreed to give a holiday gift of Book Nook Bucks to the Friends volunteer shelves at Kent Island and to the members of the Queen Bee Quilters as a thank you for their service and donation. A holiday card will be sent to Sheriff Hoffman to thank him for his support of the Friends. A holiday ecard will be sent to members of the Friends.

##### **Queen Bees Quilt Raffle – Kathie Smarick**

The Friends are nearly a quarter of the way to the \$1000 goal of quilt raffle tickets. Penny Lins, DeAnn Cheyne and Kathie Smarick sold raffle tickets at Heck with the Malls on December 3rd. Connie Zillig will be selling tickets at Christmas by the Bay on December 13th. Raffle tickets are available at the Centreville branch. In August 2018 the quilt will be displayed, and raffle tickets will be available, at the Kent Island branch. A press release about the quilt raffle has been sent out, and additional venues for selling tickets will be considered and discussed during 2018 meetings.

## **Board Management**

An email notification about the 2018 opening on the Friends Board will be sent to Friends members. The opening will also be announced in the Library Newsletter. Several Friends members were identified as possible Nominating Committee members and will be contacted.

## **2018 Activities**

### **Events**

Lead people for 2018 events were identified.

**Annual Meeting** - Monday, March 5<sup>th</sup> – Kathie Smarick

Kathie Smarick is preparing the 2017 Annual Report. Penny Lins agreed to take the lead on food purchase and presentation. It was suggested the Board contact Jim Duffy, author of *Tubman Travels*, to speak Harriet Tubman and the role of Delmarva in the underground railroad.

**Diners Out** – April DeAnn Cheyne / September Elaine O’Neal

DeAnn will contact the Rams Head Shore House to arrange a donation night in March/April 2018. Late in the year, Elaine will contact Mama Mia’s in Centreville to see if they are interested in supporting the Friends with a donation night in September.

**Sweet Frog and Reading with Friends** – July – Sue Haddox

**Book Sale** – Saturday, August 25 (Preview Sale: Friday, August 24) – Penny Lins

It was decided to keep the Book Sale to the same number of days as past years. **A motion to raise the price of hard copy books in both libraries starting in January 2018 to \$2.00 was made by Connie Zillig, seconded by DeAnn Cheyne. The motion passed unanimously.**

**Friends of Library Week** – Oct 14-20 – Beth Maier

A member event is being considered.

**Spelling Bee** – Winter/Spring 2019 – Lead Person TBD

### **Other Events**

The idea of a fundraiser at Knoxville’s Kitchen was discussed. Beth Maier will make preliminary inquiries.

### **Programs**

#### **Quilt Sale**

The Quilt Sale will be on going through August. It was decided to sell raffle tickets at the Kent Island Library on the June 26.

**Reading Pro Awards** – June – Carol Franks-Randall & Elaine O’Neal

**Bookmark competition** – Spring – Beth Maier

**Annual Appeal** – October/November – Connie Zillig & Kathie Smarick

**2018 Draft Budget** – Connie Zillig

**A motion to adopt the 2018 Proposed Budget was made by Penny Lins, seconded by Sue Haddox. The motion passed unanimously.**

There being no further business the meeting was adjourned at 08:59 PM.

Respectfully submitted,

*DeAnn Cheyne*

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