



Friends of Queen Anne's County Library
Approved Minutes
of
Monthly Board Meeting
July 10, 2017
Connie Zillig's House
Address available upon request

The Meeting was called to order at 7:03 PM with President, Kathie Smarick presiding. In attendance were Carol Franks-Randall, DeAnn Cheyne, Penny Lins, Sue Haddox, Beth Maier, John Walden, Connie Zillig, Ann Ziegler There were no absences.

Minutes of the June 5, 2017 meeting were presented for approval. **A motion to approve the Minutes of the June 5, 2017 meeting was made by Carol Franks-Randall, seconded by Sue Haddox. The minutes were approved unanimously.** It was noted that the minutes should reflect business conducted at the meetings not conversation and that all circulations of the minutes – draft or approved – should include addendums when they are used.

Connie Zillig, Treasurer, presented the financial and membership reports. The balance at the end of this reporting period is \$14,548.18. As of this date the Friends have 83 members. One new member has been added since the last Board meeting. So far, ten 2017 members have not renewed their membership. The Treasurer's reports were acknowledged and filed for audit. Connie developed new donation forms which allow the donor to enter their own estimated donation value. The application for Sales and Use Tax Exemption was made June 26th. **A motion to move \$130 from Board Planning and \$270 from the Annual Meeting, totaling \$400, to Publicity within the 2017 budget was made by Connie Zillig and seconded by Penny Lins. The motion was passed unanimously**

Kathie Smarick reported that content continued to be updated on the website but that no programmatic changes had been made. [It was noted that an anonymous contribution could not be made via PayPal. A request will be sent to the website developers for this. Also requested was an area where new members or donors could note where they heard about us.](#)

Old Business

- The T-shirt presentation to Commissioners on June 13, 2017 was well received
- Twenty volunteers worked at the Kent Island branch distributing Summer Reading t-shirts. Eight hundred t-shirts were distributed by June 14th. The Library made 200 more t-shirts available. **A motion for the Friends to cover the \$497 cost for additional Summer Reading t-shirts was made by Penny Lins and seconded by Beth Maier. The motion was passed unanimously.**

- Copies of the new membership and renewal letters were sent to each library to make them aware of new letters in use.
- Carol Franks-Randall reported that there have been positive steps taken to set up the Chesterweye Reading Partners program. [Carol is going to work with Mary Jackson to determine the setup of the old Friends' previous ARC reading program and to garner the list of past reading volunteers.](#) Friends participation in this program should be at no cost or a very low cost. There could be a cost in purchasing books and for a final luncheon where certificates of achievement would be presented.
- Centreville Library Re-Opening on June 24th was a success. The Friends sold \$54 worth of used books and received \$6 in donations. **On June 8th, it was decided in email correspondence among the Board members to purchase a bookmark craft to generate activity at the Friends table during the Centreville Library re-opening.** This craft proved to be well worth having at the Friends table as it attracted not only children but also their parents who could be potential members.
- There has been no report from WRUS on the use of the books donated to support Abbottston Elementary School.

Connie Zillig reviewed the timeline needed to accomplish the 2017 Annual Appeal. John Walden presented a 2018 Wish List developed by the Library Staff. This Wish List was presented so that highlights of it might be used in the Annual Appeal Letter. [A creative team consisting of Kathie Smarick, Carol Franks-Randall and Sue Haddox will work to develop a theme for the appeal and decide on the presentation of the appeal letter and reply card.](#)

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

- Reading Pro Awards – Carol Franks-Randall reporting
This project is completed, with awards being presented in June to 6 students at county elementary schools.
- Sweet Frog Spirit Day and Reading with Friends – July 20th – Sue Haddox reporting
On June 13th Carol Franks-Randall made a motion for an email vote to purchase 54 books from Scholastic Book Company for the Sweet Frog event. Beth Maier seconded the motion. The motion passed. The Scholastic Books have been purchased and books for Sheriff Hoffman to read are in place. Signage and poster to hang at Sweet Frog will be available. [Sweet Frog has posted the 2016 flyer on their website.](#) [Sue Haddox will have them correct this.](#) [Sue Haddox will email a reminder of the volunteer schedule for the event.](#)
- Book Sale – August 25th – 26th – Penny Lins reporting
The old lock, with the old combination, for the U-Haul unit is now in place. The June Donation Day garnered as many books as the 2016 Corn estate donation. July 15th is the next Donation Day. Volunteers are in place. The information for the Annual Book Sale was submitted to Book Sale Finder. Approximately \$315 has been earned so far through the sale of table sponsorships. The Preview Sale will be at the Kent Island branch on Friday, August 25th from 4:30 PM to 7:00 PM. A "Save the Date" for the Preview Sale will be sent out to the Friends membership, as well as another call for volunteers for the book sale set up and staffing. Consideration was given to conducting the Centreville Sale in the meeting room only.
- Restaurant Night at Docs – September 18 – Penny Lins reporting

Penny is trying to gather raffle items for this event.

- Adult Spelling Bee – October 19th – DeAnn Cheyne reporting
A timeline was sent via email to the Board prior to the meeting. With the timeline complete the planning committee will establish a more complete budget. Applications for a gaming and temporary liquor license are being submitted this week.
- Craft Night @ Island Arts/My Little Studio – Tuesday, August 1st – Kathie Smarick reporting
This small event is being planned. The cost will be \$30 for member and \$35 for non-members, with the project cost being approximately \$14 per person.
- Plant Night – TBD – Penny Lins reporting
Penny is identifying options for this event.

Membership and Recruitment was next on the agenda.

- Penny Lins presented research on three vendors for membership give-away items. Her preferred vendor is Kaeser & Blair Inc. Penny reminded the Board that it was suggested that the cost of swag for any membership level should not exceed 5% of donation amount. [The Board will work through decisions on membership categories eligible for a give-away and what each of these giveaways should be via email in the next several weeks. It was suggested that we research Janway as a vendor.](#)
- At this point in the meeting it was noted that the Library has easels which the Friends can borrow for future membership and recruitment events.
- A discussion of revisions to the Friends Brochure was postponed.
- Kathie Smarick reported that in August the Friends will have access to two display cases in the Kent Island branch lobby. She will design one case to display the annual report and one to advertise the Annual Book Sale and Spelling Bee.
- **It was decided that the Friends would pass on an invitation from the Bay Cove Community to participate in their July 22nd Community Day. It was decided to further consider participation in the September 9th Centreville Movie Night. It was decided to commit to having a table at the October 7th & 8th Rotary 46th Annual Artisans Festival at Chesapeake College.** This table will be manned when volunteers are available.

Discussion of new business items was postponed until the next meeting.

- Kids Bookmark Contest – Beth Maier
- Books for Babies – Carol Franks- Randall
- E-Newsletter – Kathie Smarick and Carol Franks-Randall
- Staff/Trustees/FOL picnic – John Walden

The next meeting of the Board will be Monday, August 7th at the Centreville Library.

There being no further business the meeting was adjourned at 9:26 PM.

Respectfully submitted,

DeAnn Cheyne

DeAnn Cheyne