



Friends of Queen Anne's County Library
Approved Minutes
of
Monthly Board Meeting
June 05, 2017
Centreville Library

The Meeting was called to order at 07:04 PM. Present: Kathie Smarick, Carol Franks-Randall, DeAnn Cheyne, Penny Lins, Sue Haddox, Beth Maier, John Walden, Absent: Connie Zillig, Ann Ziegler.

Minutes of the May 01, 2017 Meeting were presented for approval.

A motion to approve the Minutes of the May 01, 2017 meeting was made by Penny Lins, seconded by Beth Maier. The minutes were approved unanimously.

Kathie Smarick, President, presented the financial and membership reports in Connie Zillig's absence. Significant expenditures include the rental of the storage unit for the Annual Book Sale (\$378) and support of the Pet-a-Palooza puppet show (\$425). Kathie Smarick added that 40% of Friends revenue this year was from donations, 30% from book sales, 20% from membership dues, and 10% from fund-raising events. She also noted that the Friends were notified that they'd receive \$47 from the Amazon Smile program for Smile purchases made between January and March 2017—ahead of budget expectations. Other items: 1) Connie has filled out the application for a non-profit bulk mail permit and mailed it to John Phillips of SISK Fulfillment Service Inc. This is the mail house the Friends plans to use for the Annual Appeal. 2) Connie completed the Exempt Organization Fund-Raising Notice with the Secretary of State. This is a required form and is needed to apply for a Sales & Use Tax Exemption. She also filed the Personal Property Returns for the Friends. When these are recorded by the state, then Connie can proceed with the completion of the Sales & Use Tax Exemption application, which will save the Friends money on taxable purchases. 3) The Friends checking and savings account balance at the end of this reporting period is \$13,887.69. The Treasurer's report was filed for audit. As of this date the Friends have 82 members. One new member has been added since the last Board meeting. So far, eight 2017 members have not renewed their membership.

A full report of Kathie Smarick's activities with the Friends Web Page can be found in Addendum 1 to these minutes. Kathie reported at the Board Meeting that MailChimp, a no-cost mass email service, is now being used by the Friends for some communications.

Old Business

- Pet-a-Palooza – Fifteen to twenty children attended the puppet show sponsored by the Friends. Penny Lins and Sue Haddox organized the Friends table at Pet-a-Palooza. Penny and Friends member volunteer Crystal Foster manned the table for the day. How to measure the

impact of a Friends' presence at events of the nature remains an open-ended question. Kathie Smarick noted that the Friends should remember the costs of supporting this event when working on the 2018 budget.

- KI Expansion Thank You's – Thirty-six thank you letters with membership brochures were sent out to people who advocated for the KI Expansion at the County Commissioners Budget Open Forum at meetings held in Stevensville and Sudlersville. John Walden said he would follow up with the commissioners' office to get address information on attendees in Centreville. A letter thanking the Commissioners for their support was also sent. At this point an RFP was sent out for architectural plans. Pre-bids are due June 22nd, returned RFP's are due July 27th and a proposal for architectural plans should be submitted to the County Commissioners by August 8th.
- Membership process – New membership and renewal letters (written by Kathie Smarick) are now in use. DeAnn Cheyne passed around a copy of the new letters for the Board's review.
- Chesterwye Reading Partners – The Friends have heard nothing back from Chesterwye about the Friends becoming one of their Reading Partners. Carol Franks-Randall will follow up with Chesterwye in the coming weeks.
- Memorial Donations from Board Members – The \$150 donation sent to Jeanette Marten's church was received, in memory of Mary Jackson's mother. A \$95 donation was made to the Mary Dunn Fund at KI Library. A donation of children's books was made to the library in the name of Debbie Travers.
- Quilt to be raffled – The Quilt being made by the Queen Bees of the Annapolis Quilt Guild may be ready in time to start the raffle at the October Spelling Bee.
- Books donated to WRUS for the Abbottston Elementary School in Baltimore – Penny Lins delivered 50 used children's books to WRUS. So far there has been no acknowledgment from WRUS of the donation. Penny Lins will follow up to see how the effort turned out.

A review of the 2017 Friends Activities was next on the agenda

- Reading Pro Awards – June 2017 - Carol Franks-Randall reporting
Board members have committed to all the Reading Pro Awards Rising Up dates. Carol distributed certificates and Barnes and Noble gift cards to Board members who are presenting the awards. It was concluded that, while this is still a good deal of work, it was easier to set up this year, and the awards create good will in the community. Board members were encouraged to get pictures of their ceremonies and to solicit quotes from parents/teachers for our press release. Carol Franks-Randall will draft a press release and forward it to Kathie Smarick for review and release.
- Sweet Frog Day and Reading with Friends – July 20th – Sue Haddox reporting
Sweet Frog has donated a \$10 gift card to be raffled off at the event. Children wearing a Summer Reading Program tee shirt are eligible. John Walden agreed that the library would make 50 color copies of the event flyer. The event will be submitted to the Library website in hope of it being posted. Sue Haddox and Carol Franks-Randall discussed what books the Friends have available for distribution. [They will continue that discussion after the meeting and decide on ordering books from either Reading Warehouse or Scholastic Books. Sue Haddox will take the lead on setting up a staffing schedule for Board members for this event.](#)
- Book Sale – August 25th & 26th – Penny Lins reporting
Penny Lins noted that she sent out directions to access the U-Haul storage unit via email to the Board. Centreville library still does not have its storage questions answered after the

renovation. So, book shelving will not continue there now. Penny is seeking Friends member volunteers for the three Donation Days planned this summer. Penny distributed flyers for distribution at each Board members discretion. Kathie Smarick drafted a letter to area businesses asking them to sponsor a table at the sale. For \$25 for one branch or \$40 for both branches the Friends will post an 8.5x11 sign on a table with the sponsor's name. Half sheets listing all sponsor names will be created and distributed with each order at check out. If a sponsor contributes merchandise it will be used at a raffle at the Book Sale or at a future event. These Book Sale donations need to be timed and coordinated with the Spelling Bee so we are not hitting the same businesses too hard. Two local businesses – Moya Lara Design Co and Bellies, Babies & Beyond will be given complimentary sponsorships at the Book Sale to show the Friends appreciation for goods and services provided. The hours for the Preview Sale have been changed to 04:30 – 07:00 PM to catch evening commuter traffic. [Kathie Smarick will send out a save the date email for the Book Sale will be sent out to Friends members.](#)

- Restaurant Night – September 18th – Penny Lins reporting

Doc's is offering 10% of all food and liquor sales between 06:00 PM and 09:00 PM. They will extend the hours if warranted. A 50/50 is planned. Doc's will encourage their vendors to contribute promotional items. [Kathie Smarick will post this event to the Friends.](#) Spelling Bee – October 19th – DeAnn Cheyne reporting

Kathleen Wilson, from the Centreville Library, will be the Bee Keeper this year. All areas have "Captains." At the June 7th meeting Captains will outline their tasks and assign them to a time line. At the July meeting Captains will provide their budget information so a formal budget can be started. DeAnn Cheyne provided a list of volunteers signed on to date. So far 27 volunteers are lined up to help with the event.

- Craft Night – TBD – Katie Smarick reporting

Island Arts Studio, a multi-craft studio, is a possible site for the re-scheduled Craft Night. [Kathie Smarick is considering possible arrangements.](#) Penny Lins is going to research a possible Plant Night at Unity Nursery.

Connie Zillig submitted a time line and list of responsibility areas for the Annual Appeal. A discussion about garnering Library needs and goals to be the center of the appeal request concluded that this is important to do, and [John Walden will present details from the staff at the July meeting about their priorities for the 2017 appeal funds.](#) The library's preferences for how appeal funds could be spent should be reflected in the appeal letter/request.

Penny Lins presented to the Board possible gift/swag items the Friends might use for their branding campaign. These items included, 4x6 decals at \$1.59, single book plates at \$0.70, insulated lunch bags at \$7.25, lanyards at \$2.50, mugs at \$4.40 and tee shirts at \$7.75. It was agreed that all new members will be offered a Friends library card and that different levels of membership/renewal will have different gift items. Penny advised the Board that she has been working on revision of the Friends brochure to differentiate it from the Library brochure. It was suggested a different color paper would further differentiate the two brochures. Penny is working on a revamp of membership levels and volunteer opportunities, and suggested a corporate membership level. Kathie Smarick encouraged any decision on business memberships be delayed until 2018. Penny Lins also suggested a \$500 lifetime membership level. Penny presented our new signage—a retractable tabletop banner stating, "This event is sponsored by the Friends" and another encouraging people to join the Friends—and emphasized that

we can now have multiple banners. [More discussion on potential outreach events – the county fair, Centreville Movie Night – was put off until July.](#)

Kathie Smarick reported that the Centreville Library Re-Opening/Open House Event will take place on Saturday, June 24th from 01:00 – 04:00 PM. [Most of the Board members are not available on that date so a call for volunteers to man a Friends table will be put out, and Kathie will continue to work with the event committee to finalize a role for the Friends at the event.](#)

New Business

- Library Endowment Fund – The Library Board of Trustees is setting up a Library Endowment Fund for those who have a long-term interest in Library. A donation from the Friends has not been requested. Connie Zillig will act as the Friends liaison to the Library Board’s Endowment Committee when it is finalized.
- Summer Reading Volunteers – There has been positive response to the call for volunteers to hand out Summer Reading tee shirts. The Friends will continue to request volunteers through June 10, per library staff request. Centreville did not request volunteers this year.
- Tee Shirts for County Commissioners – Led by Kathie Smarick, the Friends will present Summer Reading tee shirts to the County Commissioners at their June 13th working meeting. If any Board members can assist with this it would be greatly appreciated.
- Books for Babies – Carol Franks-Randall is spearheading this potential cooperative venture with the Library. The program could give a kit to all newborn babies which might contain a book, an application for a library card, a book mark and tips about reading to your child. It is hoped that Books for Babies will tie in with the Read Aloud program supported by the Friends. It was agreed that this program tied with the Friends’ mission. [Carol is going to have an exploratory meeting with the Library to discuss outreach to the community, kit development and cost, and will report back to the Board.](#)

No electronic votes were taken during the month.

The next meeting of the Board will be Monday, July 10th at the Connie Zilliag’s house - 702 Long Point Road Grasonville, MD.

There being no further business a motion to adjourn the meeting was made by DeAnn Cheyne and seconded by Penny Lins. The meeting was so adjourned at 08:46 PM.

Respectfully submitted,

DeAnn Cheyne

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