



**Friends of Queen Anne's County Library**  
Approved Minutes  
of  
Monthly Board Meeting  
November 6, 2017  
Centreville Library

The Meeting was called to order at 7:03 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. Absent was Anne Zeigler

Minutes of the October 1, 2017 meeting were presented for approval. **A motion to approve the Minutes of the October 1, 2017 meeting was made by Connie Zillig, seconded by Sue Haddox. The minutes were approved unanimously.**

**An electronic vote was taken on October 17, 2017, via email. Penny Lins made a motion to elect Dr. Elaine O'Neal to complete Carol Franks-Randall's term as a member of the QAC Library Friends' Board of Directors. Connie Zillig seconded the motion. The Board unanimously supported the motion.**

**An electronic vote was taken during the week of November 3, 2017 via email. Connie Zillig made a motion to spend \$40 for a Shore Update blurb in the "Give Local" edition. Penny Lins seconded the motion. The Board unanimously supported the motion.**

Connie Zillig, Treasurer, presented the financial and membership reports. The balance at the end of this reporting period is \$17,765.45. As of this date the Friends have 88 members. Two new members joined the Friends since the last Board meeting – Jack Williams and Chloe Norton. So far, twenty-one 2017 members have not renewed their membership. The Treasurer's report was acknowledged and filed for audit.

Kathie Smarick reported that Scrawl Design updated our homepage to have a link to the Appeal/Donate page as the main element. They also added a visual of the appeal letter on the donate page. We are awaiting Scrawl changing the donate form so that it will link to the PayPal Giving Fund. Eleven new Facebook followers were added this month to increase the total followers 463. There were 21 FB page updates since the October meeting. The audience on MailChimp for email blasts is currently 366, with 4 unsubscribing in the last month. Additions are expected to this list as a result of the appeal.

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

#### **Kent Island Community Input Meeting**

Approximately 30 people attended the Community Input Meeting on November 2nd. The representatives of Manns Woodward Studios expressed their pleasure with the information they gathered. They expect one or two more community meetings before the final plans are brought to the County Commissioners in January for their input.

#### **Dolly Parton Imagination Library**

The QAC County Commissioners gave \$15,000 in support of the Dolly Parton Imagination Library. The Library Trustees and the Planning & Service Committee of the Library support affiliation with DPIL.

#### **Summer Reading Program shirts**

The professional staff of the Library are not always happy with the quality of and the graphics on the Summer Reading t-shirts. They are gathering prices on better quality shirts which might also include the FOL logo. They will see how close they can keep the price of the new shirts to the pricing of the shirts provided by the state.

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

Appeal letters were printed by the Regional Library and mailed by SISK a week before our target distribution date. Thirty-nine checks have been received so far. The thank you process is in place and Board members were asked to assist if the volume becomes too heavy to handle in a timely manner. Appeal letters were sent to previous FOL civic sponsors. A letter was also sent to other organizations to consider making a sizable contribution. Especially targeted were organizations that have slot machines and are required to contribute 50% of their slot proceeds to non-profits in the community.

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

The Board agreed to cancel the planned November 5th members event, given the scheduling of the Community Input Meeting on November 2nd. The Board hopes to schedule another event, perhaps with the designers, in the coming months.

#### **Membership incentives – Penny Lins**

The new membership incentives were displayed. Plans to distribute them to the Library branches were made to ensure they are in place for the first Appeal thank you letters going out.

#### **Revised Brochure – Kathie Smarick**

The Board has an approved file. The Regional Library no longer has a folding machine so this work will be outsourced. The new brochures should be available this week.

#### **Members as Shelves – Kathie Smarick**

Following the success of securing member shelves at the Kent Island branch it was decided to send out a letter asking for volunteers at the Centreville branch. Plans for the required training and the subsequent scheduling will be taken on by Penny Lins

### **2017 Activities**

Adult Spelling Bee – October 19th – DeAnn Cheyne reporting

A debriefing report was sent to the Board for review. Connie presented the actual results with a net profit of \$3,004.52. Debriefing notes are gathered for future reference.

### **New Business**

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

Tickets for the beautiful quilt donated by the Queen Bees, including members of the QAC Annapolis Guild are priced at \$5 each or 3 for \$10. Ticket sales were started at the Spelling Bee and will end at the

August Book Sale. A discussion of where to sell the tickets produced several FOL, Library and community events. Online ticket sales will be considered in 2018.

#### **Report from Citizens Maryland for Libraries – Connie Zillig**

Connie Zillig attended the Citizens for Maryland Libraries at the Laurel Library Saturday, October 14, 2017. The keynote speaker was Annapolis Senator Mike Miller. The panel discussion featured John Walden and Kristen Pironis' presentation of a crisis experienced in the QAC Library system this year. **A motion was made by Connie Zillig and seconded by Penny Lins to join the CML for one year at a fee of \$25. The Board unanimously supported the motion.**

#### **Book Nook Holiday Sales – Kathie Smarick**

Plans to encourage holiday shopping in the Book Nooks and to set up Book Nook Bucks were made.

#### **Bylaws Revision: when is Board approval for expenditures needed – Kathie Smarick**

It was decided to set a Standing Rule that purchases made by the President that are not in the budget and are under \$50 do not need Board approval.

#### **2018 Draft Budget – Connie Zillig**

Connie Zillig presented the 2018 Friends budget. The budget will be voted on at the December meeting.

#### **2018 Board Membership and positions**

Connie Zillig is going to assume the duties of vice president for the balance of the year. Several names were suggested for the 2018 open Board position. Suggestions will also be welcome from the Library staffs. It was decided to not increase the number of seats on the Board. Names were also suggested for the 2018 Nominating Committee. 2018 leadership positions remain as they stand: Kathie Smarick, President, Connie Zillig, Treasurer, DeAnn Cheyne, Secretary and Membership, Beth Maier, Business Outreach and Penny Lins, Recruitment. In addition, Elaine O'Neal will serve as Vice President in 2018.

#### **Old Business**

##### **Centreville Rotary Artisans Festival**

Connie Zillig, Sue Haddox and DeAnn Cheyne were thanked for representing the Friends at this event.

##### **Books for Babies**

It was decided not to go ahead with this project because of the Library's upcoming affiliation with the Dolly Parton Imagination Library.

##### **Chesterwye Reading Partners**

This partnership remains dormant.

#### **2018 Activities**

Proposed activities for 2018 and the leadership of those activities will be discussed at a future meeting.

There being no further business the meeting was adjourned at 09:18 PM.

Respectfully submitted,

*DeAnn Cheyne*

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