



**Friends of Queen Anne's County Library**  
Approved Minutes  
of  
Monthly Board Meeting  
October 2, 2017  
Centreville 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 and John Walden. Absent was Ann Zeigler.

Minutes of the September 11, 2017 meeting were presented for approval. **A motion to approve the Minutes of the September 11, 2017 meeting was made by Connie Zillig, seconded by Penny Lins. The minutes were approved unanimously.**

Connie Zillig, Treasurer, presented the financial and membership reports. The balance at the end of this reporting period is \$ 16,801.45. As of this date the Friends have 85 members. One new member joined the Friends since the last Board meeting – Jay & Toni Gibson. So far, twenty-one 2017 members have not renewed their membership. The Treasurer's report was acknowledged and filed for audit. Kathie Smarick noted that the Library staff expressed appreciation for the expenditures the Board approved last month. Julie Ranelli has invited the Board to make a sign acknowledging the Friends' donation to purchase the kids' computer table at Kent Island. Kathie will ensure that this happens.

Kathie Smarick reported that Scrawl Design made no programmatic changes this month. There were content updates. Connie Zillig noted that the Paypal donations now process free of charge. The Friends' Facebook page is up to 450 followers and had 10 posts in September.

#### **Library Director's Update**

John Walden reported that a Notice to Proceed the design firm selected by the County Commissioners to design the Kent Island expansion should be received tomorrow. This would start the program phase of the project where the needs and square footage of the expansion are determined. John noted that a public information session will be held around January 2018, when county residents can offer input on the needs of the expanded space.

John also updated the Board on the partnership with the Dolly Parton Imagination Library possibly being taken over by the QAC Library. This program would enroll about 600 county children between the ages of birth and 5 years old. Each child would receive a new book every month from Penguin Books at a cost of \$25 per child per year. If the Trustees agree for this program to be incorporated into the Library's work. The Library would encourage (but not require) the Friends to support a portion of this program.

### **Annual Appeal**

Annual Appeal letters with response cards are being prepared for distribution at the beginning of November.

### **Member Recruitment and Retention**

**To finalize the order for membership incentives Penny Lins made a motion to purchase collapsible water bottles and large insulated zipper tote bags from the Benedictine School and 4x6 FOL decals from Advertising Specialties. Sue Haddox seconded the motion. The motion passed unanimously.**

### **Finalize Revised Brochure**

It was decided to circulate the new brochure once more for review. Kathie will revise the brochure based on feedback from the August meeting and this current review before sending it to the Library's central processing center for printing. The hope is to have it printed by November 1st or sooner.

### **Seventh Annual Centreville Day**

It was decided the Board did not have the manpower necessary to participate in Centreville Day on Saturday, Oct 28<sup>th</sup>.

### **2017 Activities**

Restaurant Night at Docs – September 18 – Penny Lins reporting

The Friends made a profit of \$466 on the raffle and 50/50 conducted on Restaurant Night at Docs. Docs donated \$200 from their proceeds for the night.

Adult Spelling Bee – October 19th – DeAnn Cheyne reporting

Plans are proceeding. Eight teams are registered and there is \$375 so far in sponsorship. Thursday, Oct 5<sup>th</sup> is the cut off for both team registration and sponsorship. After that date a push on completing final tasks before the event starts. Event volunteers are still being sought. Attention should now turn to audience participation.

Members Event – Sunday, November 5 (KI Library) – Kathie Smarick reporting

John Walden will talk about current role of the library in the county, and a representative of Manns Woodward Studios, the firm handling the design phase of the Kent Island branch expansion, will talk generally about the current principles of library design that will inform Kent Island plans. Friends members will be asked to RSVP on line or via email. Light refreshments will be served, and Sue Haddox will arrange this. The Members Event will also be used to kick off the Annual Appeal.

### **New Business**

#### **Trustees Update**

There has been a change in Library Board leadership as of September 27, 2017: President: Greg Gilbert; Vice President: Kathy Killeen; Treasurer: Ann Ziegler; Secretary: Anne Cassidy. New incoming Board members are Karen Hansen and Bill Silva. An Ad-Hoc Development Committee of the Library Board was launched and will concentrate on raising funds for the endowment. Connie Zillig and Kathie Smarick will represent the Friends Board on the Committee. This committee would also conduct any future capital campaigns.

### **2018 Activities - possibilities**

Annual Meeting Monday, March 5 – Kathie Smarick leading  
Book Sale – August 24<sup>th</sup> & 25<sup>th</sup> - Lead person to be determined  
Reading Pro Awards – June – Carol Franks-Randall leading  
Dinners Out – April/September – Lead person to be determined  
Sweet Frog & Reading with Friends – Sue Haddox leading  
Bookmark competition – Spring – Beth Maier leading  
Spelling Bee – Spring 2019 - Lead person to be determined  
Members Event – November - Lead person to be determined  
Annual Appeal – November - Connie Zillig leading  
Book/bake/coffee sale on voting days at Kent Island - June 26<sup>th</sup> and Nov 6<sup>th</sup> – still under discussion

### **Old Business**

#### **National Friends of the Library Week**

Kathie will write up a press release about the Proclamation from the County Commissioners.

#### **Books for Babies**

Kathie Smarick and Carol Franks-Randall will work on this project following the Spelling Bee. The next step is to set up with Bay Area Pediatrics. The package given to families with new babies will include directions on signing up for the Dolly Parton Imagination Library.

#### **Chesterwye Reading Partners**

Carol Franks-Randall reports that she has not heard from the Chesterwye contact for this project. It was decided to hold on this project until the Board hears from Chesterwye then discuss with them the level of commitment needed to get volunteers involved and decide if we should proceed.

#### **Centreville Rotary Artisans Festival: Saturday, October 7**

The Friends table will be staffed by: Connie Zillig, DeAnn Cheyne, Sue Haddox and Kathie Smarick. The Fair is at the Caroline Center at Chesapeake College from 10am – 5pm. Set up might occur on Friday between 4:00 and 7:00 pm.

Several names of Friends members felt qualified to fill Carol Franks-Randall's open position were given to Kathie Smarick. At the November meeting there will be a discussion of FOL Board membership and leadership for 2018.

**An electronic vote was taken on September 29th, via email. Kathie Smarick made a motion to spend \$87 on a webinar on securing event sponsorships. Connie Zillig seconded the motion. The Board unanimously supported the motion.**

The next meeting of the Board will be Monday, November 6<sup>th</sup> at the Centreville Library.

There being no further business the meeting was adjourned at 08:42 PM.

Respectfully submitted,

*DeAnn Cheyne*

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