



Friends of Queen Anne's County Library
Approved Minutes
of
Monthly Board Meeting
May 07, 2018
Centreville Library

The Meeting was called to order at 07:01 PM with President, Kathie Smarick presiding. In attendance were DeAnn Cheyne, Penny Lins, Connie Zillig, Beth Maier, Elaine O'Neal, Sandra Seitz, Kim Baklarz and John Walden. Friends members Sue and Jim Wilson were also in attendance.

FOL and Little Free Libraries

Sue and Jim Wilson presented their ideas for setting up a Little Free Library in an area of Kent Island distant from the KI branch. Sue, a retired AACPS literacy specialist, will spearhead the pilot project, with no expenditure expected from the FOL, with Beth Maier, Penny Lins and Elaine O'Neal lending support from the Friends Board. This first LFL supported by the Friends may concentrate on having children's books available, depending on the final location of the LFL.

Minutes of the April 2, 2018 meeting were presented for approval. **A motion to approve the Minutes of the April 2, 2018 meeting was made by Sandra Seitz, seconded by Elaine O'Neal. The minutes were approved unanimously.**

Beth Maier explained the Friends' initiative to have electronic versions of Friends' essential documents in one place that can be accessed by all. This includes the securing of By-Laws, Minutes and other important documents in Google docs. Also included in the repository will be documentation on tasks and events.

Connie Zillig, Treasurer, presented the financial and membership reports. The balance at the end of this reporting period is \$26,361.16. As of this date the Friends have 312 members. Eight members have been removed from the Friends Access group. The Treasurer's report was acknowledged and filed for audit. The 2017 Annual Appeal has brought in \$20,539. FOL merchandise is now available for sale at both KI and Centreville, and any revenue from that will be segregated from book sales so we can track it. Connie Zillig presented a re-analysis of used book sales in both branches. **A motion was made by Connie Zillig and seconded by Sandra Seitz to roll back the price of used hard bound books in both Book Nooks and during the Annual Sale to \$1.00. The motion passed unanimously.** Connie presented a list of business sponsors and donors broken down by event supported.

Kathie Smarick reported that a review of Google Analytics shows the Friends had 34 distinct users with 110-page views in the week leading up to the May board meeting. Kathie continues to update the website. She is also documenting how these updates are made to the website to assist with the transition of this task. The Friends Facebook page has gained three new viewers to total 493 followers. Twenty-seven updates were posted to the FB page since the April board meeting.

Library Director's Update - John Walden

Kathie Smarick reported that since the Centreville branch is not having a Pet-a-Palooza event this year the \$500 donated by the Friends to support this event will be returned to FOL in the coming week.

Kent Island Expansion and Commissioners

The QAC Commissioners received six bids for the architectural work of the Kent Island Branch expansion. The Library hopes that the Commissioners will sign later in May a letter of support to go with expansion grant application to the State of Maryland. Advocacy support from the members of the Friends will be needed at the next County Commissioner's Meeting. The date of the meeting will be shared with the Friends.

Trustees Capital Campaign Committee

The Library Board of Trustees are in the initial stages of planning a capital campaign to support the Kent Island Branch expansion.

Dolly Parton Imagination Library registration

Two hundred fifty-eight children were signed up for the DPIL during pre-K registration. The largest group of children signing up were born in 2014. Forty more applications came in by mail. Sign up continues at the libraries. The Friends will distribute DPIL applications at the Shore Update Kids Connect and Chesapeake Mom's Club events. The QAC Commissioners have given \$15,000 to the QAC's DPIL program.

Choose Civility initiatives

Kim Baklarz presented the QAC Library Choose Civility Initiative. Three events will support this initiative: a four-part Lunch, Listen and Learn series at the Centreville Library, The Longest Table dinner for one hundred participants scheduled for June 27th in the Centreville Lawyer's Row park, and a Human Library on August 4th at the Centreville Library meeting room. Kim will ask Friends members to support CCI by volunteering to work at The Longest Table and to generate interest through advertising tickets sales. A discussion on supporting the purchase of mason jar type glasses having the QAC Library and Friend logo was held. **An electronic motion was made on May 08, 2018 by Connie Zillig and seconded by Sandra Seitz to purchase 144 glasses for the Choose Civility The Longest Table event at a cost of \$508. The motion passed.**

Old Business:

Quilt Raffle

Six hundred of the Friends goal of \$1000 dollars has been raised in quilt raffle ticket sales. Tickets will be sold at Shore Update Kids Connect on Saturday, May 12th, at the Chesapeake Mom's Club Sale on Wednesday, May 16th and during Kent Island Day on Saturday, May 19th. When the weather shows continued spring like symptoms a decision to sell raffle tickets at the Kent Island Farmer's Market will be reconsidered.

Board Management

Board Retreat

Kathie Smarick thanked the Friends Board members for attending the 2018 retreat. She is compiling all the recommendations made. A transition plan to reassign Board support tasks will then be developed. The Standing Rules Committee (Connie Zillig, Beth Maier and Penny Lins with DeAnn Cheyne as alternate) should have its initial report by July.

Event After Action discussions

Back Room Book Sales

The Back-Room Sale made \$433 between the 2 days of sales, cleared some inventory space, and the Friends gained two new members.

Future Events

Chef's Dinner: Sandra Seitz

Sandra Seitz is putting together ideas for this event.

Sweet Frog and Reading with Friends – July 12th – Sue Haddox and Beth Maier

Plans are continuing to move this event forward.

Book Sale – Saturday, August 25 (Preview Sale: Friday, August 24) and Book Donation Days

– Penny Lins

With Kacey's help a new flyer will be made. Penny Lins provided a detailed timeline for planning for the Book Sale and will provide Kathie with information on when volunteers will be needed. The Annual Book Sale will seek sponsorship again. The contract for the storage unit will be signed on May 25th. It will be for \$144.95/month for 3 months. Both Better World Books and Discovery are being researched for the disposal of unsold books.

Friends of the Library Week Event: week of October 14-20 – Penny Lins

A small, photo opportunity event will be scheduled for Friends of the Library Week to coincide with the Friends 5th Anniversary. The event will hopefully feature the presentation of the Friends of the Library Week Proclamation by a QAC Commissioner.

Joint event with QACA – December – Penny Lins

Plans for a concert by classical and jazz pianist Stefan Scaggiari are being put together. A final decision on the viability of the event will be made in June, when a presentation of costs and expected revenue will be made.

Spelling Bee – Winter/Spring 2019

Elaine O'Neal will chair the 2019 Spelling Bee.

Summer Reading Program report

The Friends have generated \$1600 in cash sponsorships for the SRP from Soistman Family Dentistry, 721 on Main, Christ Episcopal Church Day School, BUSA, and Aqua Swimming and Training. In addition, there have been product donations from Bellies, Babies, and Beyond for lobby raffle, and a significant donation from PRS Guitars (\$650+) and Hardees.

Minton Sparks Ticket Sales

As Chesapeake College donated the venue for the show and QACA had a sponsor cover the other costs of the show, the Arts Council invited several local non-profits to sell tickets, with the sellers keeping all proceeds. The Friends have tickets available at both Library branches now. The event has been advertised via website, Facebook, email (Mail Chimp), and on display monitors in each library. For each ticket sold at the library, the Friends will make \$20.

Reading Pro Awards – Carol Franks-Randall and Elaine O’Neal

Carol Franks-Randall is leading this effort and is awaiting word from schools about who the award recipients are and when the schools will award their students.

New Business

Informal “coffees” with Friends – Kathie Smarick and Sandra Seitz

Sandra Seitz will hold two informal coffee meetings (May 22nd and June 26th) with Friends’ members to get to know their talents and skills in an effort boost the volunteer base.

Organizations/businesses as “members”

Beth Maier will chair an ad hoc committee, including Connie Zillig, Kathie Smarick and Elaine O’Neal to develop a plan to make business sponsorship and donations more efficient and whether there should be a category of Friends’ membership for businesses/organizations.

It was unanimously agreed to purchase a fitted table cover to enhance the appearance of the Friends’ display tables at events.

There being no further business the meeting was adjourned at 09:20 PM.

Respectfully submitted,

DeAnn Cheyne

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