



Friends of Queen Anne's County Library
Draft Minutes
of
Monthly Board Meeting
June 04, 2018
Kent Island Library

The Meeting was called to order with President, Kathie Smarick presiding. In attendance were DeAnn Cheyne, Penny Lins, Connie Zillig, Beth Maier, and Sandra Seitz.

Minutes of the May 7, 2018 meeting were presented for approval. **A motion to approve the Minutes of the May 7, 2018 meeting was made by Connie Zillig, seconded by Sandra Seitz. The minutes were approved unanimously.**

Connie Zillig, Treasurer, presented the financial and membership reports. The balance at the end of this reporting period is \$26,750.22. Funds in the amount of \$500 given to the Library in December 2017 for Pet-A-Palooza were returned to the Friends as this program will not be held in 2018. It was decided to ask the Library for a reconciliation of the monies spent on the Summer Reading Program. The Treasurer's report was acknowledged and filed for audit. As of this date the Friends have 317 members, an increase of five members.

Kathie Smarick reported that the Friends' webpage is up to date. She and Elaine O'Neal are meeting to plan the transitioning of website maintenance. The Friends' Facebook page had 32 posts this month and 15 new followers were added to total 506 followers. Facebook posts have alerted people about library events, FOL events and updated them on Summer Reading Program, specifically thanking the Summer Reading Program sponsors.

Library Director's Update – Kathie Smarick for John Walden
Kent Island Expansion and Commissioners

The County Commissioners voted unanimously to sign a letter of support for inclusion in the library's grant application to the state for construction funding for an expansion of 12,200 square feet. Kathie thanked Connie Zillig for attending the County Commissioners hearing and speaking on behalf of the Friends. The Friends also included a letter of support in the grant application. Kathie thanked Elaine O'Neal for her work on that letter. The next milestone of the Kent Island Expansion will be in mid-June, when the Commissioners vote on a firm to design the building.

Trustees Capital Campaign Committee

The Capital Campaign Committee met in May. Connie Zillig and Kathie Smarick attended on behalf of the Friends. The major outcome of that meeting was unanimous agreement to request the Trustees to

approve an expenditure for a professional consultant to advise/manage the campaign. A discussion was initiated about the Friends' involvement in the Capital Campaign, and all agreed that the Friends should play a role in the campaign if the Capital Campaign Committee identifies an appropriate role for the Friends. This discussion will continue at future meetings and via email when appropriate.

Wellness Wednesday progress report

Kathie Smarick received a report on the progress of the Wellness Wednesday program funded by the Friends. This program is led by personnel from Every Body Yoga. There have been four sessions because the March session was cancelled due to a library closure. In total thirty-six people attended session with the following topics: January – Handling Stress (14 attendees), February – Heart Health (11 attendees), April – Better Sleep (4 attendees), May – Arthritis (7 attendees). There are two more sessions planned: June – Women's Health and July – Men's Health.

The Library's county budget will be finalized in the coming weeks. John Walden plans to present ideas by the July meeting of what the Library would like Friends to fund in the coming year.

Old Business:

Board Management – Kathie Smarick

Retreat Follow-up

A discussion of officer and "captain" responsibilities identified the possible need to expand the Board membership. Connie Zillig was charged with the task of conducting a final review of the responsibilities in each position to ensure an accurate assessment personnel required.

Talbot County Friends of the Library

Kathie Smarick met with the Talbot County Friends of the Library to share information about our programs, about our relationship with the Library and our recruitment efforts. Kathie reported the TC Friends would be a good resource and proposed the possibility of a joint members event at some point. She presented the Talbot designation of "Director Emeritus" to keep retired Board Members engaged with the Friends.

Standing Rules Committee

The Standing Rules Committee has met to review potential rules submitted by Board Members at the Board Retreat and supplemented with additional ideas of the Committee. The committee plans to present the Board with a review of their work before the July meeting.

Business Memberships

Beth Maier, along with Connie Zillig, Kathie Smarick and Elaine O'Neal, have started gathering ideas for a plan to make business sponsorships and donations more efficient. They will distribute their idea and present a full report at the July meeting.

Quilt Raffle

Staffing plans for quilt raffle ticket sales can be reviewed at <https://www.volunteersignup.org/QE4AL>. Future sites include the Kent Island Farmers Market, the Kent Island Lobby on Primary Election Day and at the Kent Island branch circulation desk during the month of August.

Book Sale – Penny Lins

The storage unit at U-Haul in Grasonville has been rented for three months. It is set up and ready to receive books and empty boxes. Volunteers to work on Donation Days and the August Sale need to be arranged. Kathie Smarick reported that Discover Books will pick up unsold or unusable books and pay 2 ¢ per pound. The Friends will investigate how this disposable option might best work for them. Over the course of the summer, DeAnn Cheyne will contact Baker Liquors, the Safeway and recipient of profit at the Park & Ride on Kent Island to ask them to donate their Discover profits to the Friends of the Library. Last year's table sponsors for the August Book Sale will be asked to renew their sponsorship this

year. Beth Maier distributed the sponsor solicitation letter to Board Members and encouraged them to solicit additional sponsors.

Coffee with Friends – Sandra Seitz

The May 22nd Coffee with Friends had four attendees and garnered one new member. The topics discussed were the focus on current fundraising efforts, potentially surveying the membership to determine their goals in the Friends and their talents, member volunteer options and membership recruitment and membership retention. A second Coffee with Friends is planned for June 26th.

Event After Action discussions

Shore Update Kids Connect – Beth Maier and Sandra Seitz

The Friends had a free table at the Shore Update Kids Connect event on May 12th. The Friends' brochure and membership application were distributed along with the Choose Civility, Summer Reading Program and upcoming events flyers. Thirteen children were registered for the Dolly Parton Imagination Library. Quilt raffle tickets and used children's books (\$4.75) were also sold.

Chesapeake Moms Club Women's Bazaar – Beth Maier and Sandra Seitz

The Friends rented a table (\$20) at the Chesapeake Moms' Club Women's Bazaar on May 16th. Besides conducting the same business that occurred at the Shore Update Kids Connect, annual book sale table sponsorship applications were distributed.

Beth and Sandra suggest that the Friends consider participating in these events again next year and that the August Book Sale flyer be available for distribution.

Future Events

Chef's Dinner: Sandra Seitz

Sandra has asked Christine Fodor, a new Friends member, to survey local restaurants to find a venue for a Sushi Rolling Class. This event would be a small but upscale fundraiser.

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

Sweet Frog's flyer for this event advertising a 20% return of food sold to the Friends. Sweet Frog has also donated gift cards to raffle off to children wearing their SRP t-shirts. Books have been purchased for distribution.

Friends of the Library Week Event: week of October 14-20 – No lead person has been assigned

After discussion the Board decided to ask the Library if they could have a manned table in the Kent Island branch lobby on Thursday, October 18th. The Commissioners' Proclamation for Friends of the Library Week would be displayed. Casual treats would be available. Pictures of any County Commissioners who visit will be taken with the Proclamation to be displayed on the Friends website.

Joint event with QACA – December – Penny Lins

After discussion of the event budget, advertising and tasks involved in this joint event with the Queen Anne's County Council for the Arts the Board decided to participate. **A motion to join with QACA in a joint effort concert on December 14th featuring Stefan Sciaggiari was made by Penny Lins and seconded by Sandra Seitz. The motion was approved.**

Spelling Bee – Winter/Spring 2019 – Elaine O'Neal

Initial work on the Spelling Bee was done this month by Elaine O'Neal and DeAnn Cheyne.

Summer Reading Program report – Beth Maier

The SRP flyer and poster is ready. The PRS guitar is on display. The program is ready. Kent Island has had 267 sign ups. The number of sign ups in Centreville is not known at this time. The Friends will ask the Library for a report of expenditures for the program.

Little Free Libraries

Susan and Jim Wilson have not heard from the County about the possibility of locating a Little Free Library at Mowbray Park on Rt 8. They continue to try to meet with Parks and Recreation.

New Business

No new business was discussed.

There being no further business the meeting was adjourned at 09:59 PM.

Respectfully submitted,

DeAnn Cheyne

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