

Friends of Queen Anne's County Library
Minutes
of
Monthly Board Meeting
July 09, 2018
Centreville Library

The Meeting was called to order at 7:10 PM with President, Kathie Smarick presiding. In attendance were Penny Lins, Connie Zillig, Beth Maier, Elaine O'Neal, and John Walden.

Revised minutes of the April 02, 2018 meeting were presented for approval. A motion to approve the April 2018 amended minutes was made by Penny Lins and seconded by Connie Zillig. The revised minutes were approved unanimously.

Minutes of the June 4, 2018 meeting were presented for approval. A motion to approve the minutes of the June 4, 2018 meeting was made by Connie Zillig, seconded by Penny Lins. The minutes were approved unanimously.

1. Financial and Membership Update – Connie Zillig

Connie Zillig, Treasurer, presented the financial and membership reports. The balance at the end of this reporting period is \$26,015.41. Expenditures for the Reading Pro Awards, Choose Civility Long Table, and Summer Reading totaled \$2088.72. As of this date the Friends have 320 members with three of these being new members. One membership has lapsed and has been removed from the Friends Access group. The Treasurer's report was acknowledged and filed for audit.

2. Friends Publicity

Elaine O'Neal trained on the Friends website and is now the contact for events and other items that need to be posted. If you have something to be posted on the website, please email the information to Elaine (elaineoneal217@gmail.com) and cc Kathie Smarick (kathiesmarick@hotmail.com). Kathie Smarick will continue to post updates on the Facebook page and monitor views and followers. The United for Friends National Newsletter: The Voice for Americas Libraries Vol. 19 Issue 3 was shared with the group; it included an article about the Guys Read program. Kathie Smarick will send out a press release for the Reading Pro Award winners in July.

There were 234 users who visited the website in June and the Friends Facebook page has gained three new viewers and currently has 516 followers. Twenty-five updates were posted to the FB page since the April board meeting.

3. Library Director's Update – John Walden

A Summer Reading Program report was provided by John Walden. The guitar has brought men and teens into the library. Children's programs are all filled with waiting lists. John Walden did not have the requested figures for the Summer Reading Program, but will present financial accounting at the September meeting.

An update on the Kent Island Expansion was provided. The new architects will be the Becker Morgan Group. Mr. David Saddiq is the point person from the firm. Two meetings were held during the month of July. Cost figures will need to be updated every time a new phase on the expansion begins. Kim Baklarz found out there is State money available for the local history room (a possible grant) that the library will pursue.

John Walden shared with the Friends of the Library Board requests from the Kent Island and Centreville libraries to close out their FY2018. Each item on the request list was discussed. (See attached document). It was decided by the FOL Board to deny the money requested for the Dolly Parton Imagination Library (money was recently allotted to this program) and to put that money amount toward the Arts program. The Dolly Parton Imagination Library is financially good for the next 6-8 months.

Penny Lins made a motion to fund the library director requests up to \$12000 and Elaine seconded motion

The library will have a booth at the Queen Anne's County Fair for the week. Thursday, August 9 is senior day at the fair. John Walden asked if the FOL wanted to be in the booth from 9 – 4 with Friends information. We will have an online discussion to decide if we are going to participate

4. Board Management

Connie Zillig shared the latest information about the Board positions and tasks. Connie Zillig and Penny Lins have been working on a document together which was sent to all board members to review.

The document provided a visual for added chairmanship roles and functions of the Board. There was discussion about the possibility of expanding the Board from 7 to 9 people. Recruitment needs to begin in the fall for new members. (2 new members and 2 replacements for Connie Zillig and DeAnn Cheyne). Further discussion is required at next meeting. By the September meeting, please read through the document and be prepared to discuss. In addition, be thinking about what roles you see for yourself in the upcoming year and any prospects for recruitment.

Connie Zillig, Penny Lins, and Beth Maier were on the Standing Rules Committee. They presented the amended standing rules for the FOL Board (see attached). It was decided that honorariums would be taken out; silent auctions are ok for Board members to participate in; no participation in 50/50s and raffles will be discussed in advance.

Elaine O'Neal made a motion to vote on the standing rules as amended and Penny Lins seconded it. The amended standing rules were approved unanimously.

Beth Maier is the lead on Business memberships. She is meeting with Kathie Smarick, Connie Zillig, and Elaine O'Neal on Tuesday, July 10 to discuss options for these types of memberships. More information will follow at the September meeting.

Upon Sandra Seitz's decision to resign from the Friends' Board of Directors, Connie Zillig made a motion via email on July 20, 2018 to invite Friends' member Sue Wilson to become a Director. This motion was seconded by Beth Maier. An online vote on this motion was approved on July 23, 2018, and Sue Wilson agreed to accept a position as a Director, assuming Sandra Seitz's term.

5. Quilt Raffle

The FOL has surpassed their goal of raising a \$1000 for the quilt raffle. The selling of raffle tickets will continue at both libraries and at the Annual Book Sale.

6. Book Sale

Upcoming book donation days are 7/21 and 8/11. Penny Lins will be in attendance on both days.

Penny Lins will send a volunteer request (for help transporting, setting up, attending, and breaking down the annual book sale) to Elaine O'Neal who will create it in the volunteer sign up. Kathie Smarick will send out the link to shelvees at both libraries first and then to all members. Beth Maier and Penny Lins are working on sponsorship on Kent Island and Centreville.

The Book Warehouse at the outlets will donate books if we want them (90 new books) for the book sale. A book donor gave us sewing books (6 boxes) and Mary Jackson has taken them. She is willing to sell them for the FOL. The proceeds will be included in the final tally of the Annual Book Sale.

Discover will pick up unsold books between 3-5 pm at both libraries. Penny Lins will find out if they provide boxes. FOL will be selling the FOL swag at the book sale. Possible idea is to sell tote for \$5 and fill it for \$10. Tables are needed for the day of the book sale. Connie Zillig and Penny Lins will work on special ticket pricing for certain books. The preview sale for members will be shared through email, the website, and Facebook.

7. Reading Pro Awards

Elaine O'Neal shared all of the Reading Pro Awards were given out and well appreciated by all who received them at the elementary schools. Kathy will send out a press release in July.

8. Spelling Bee – Elaine

Elaine O'Neal shared two options for venues for the Spelling Bee. One was the Eastern Shore Higher Education Center at Chesapeake College and the hall at the Kent Island Fire Dept. The Board decided the Kent Island Fire Department hall would be a good choice for the spelling bee on April 3, 2019.

Elaine suggested Henry Hills for the beekeeper. He is a junior in high school, in the Latin Honor Society, and has performed in several plays.

Committees have not started yet, but Kim Baklarz, John Walden, and Penny Lins volunteered to help out. A timeline and more details will follow by the October Board Meeting.

9. **Other Future Events**

1. Chef's Dinner -
2. Sweet Frog and Reading with Friends--Thursday, July 12
3. Restaurant Night in Centreville (Mamma Mia?) – Elaine will check on a September date
4. Coffee with Friends -
5. Friends of the Library Week/"FOL 5th Anniversary" event: proposed for Thursday, October 18, at the KI lobby and Centreville front porch
6. QACA/FOL Concert with Stefan Scaggiari, *December* – Penny Lins (Rick assured equal billing Dec. 14 7-9, Kathie Smarick will send logo, budget to not exceed \$800, website: Elaine create an event at the arts council, Penny Lins meet with Rick in August)

Little Free Libraries

Sue Wilson and Kathie Smarick met with QAC Parks and Recreation who approved the location of Little Library at Mobray Park. Only requests were that the Little Free Library be well maintained and not interfere with mowing of the lawn. QAC Parks and Recreation said FOL can go to any park in the county to put up little libraries. Sue hopes to have it up by the end of the summer. Sue is creating a step by step guide as a protocol for the Friends

No August meeting.

Meeting adjourned at 9:38

2018 dates and locations (confirmed as of July 2018)

September 11 – Centreville small meeting room

October 1 – Kent Island

November 5 – Centreville small meeting room

December 3 – Kent Island

Pre-meeting: individual pictures of Board members will be taken to update website at the September meeting.

Submitted by Elaine O'Neal

July 19, 2018