



**Friends of Queen Anne's County Library**  
Minutes  
of  
Monthly Board Meeting  
September 11, 2018  
Centreville Library

The Meeting was called to order at 7:02 PM with President, Kathie Smarick presiding. In attendance were Penny Lins, Beth Maier, Elaine O'Neal, Sue Wilson, Connie Zillig, and John Walden.

Minutes of the July 9, 2018 meeting were presented for approval. A motion to approve the minutes of the July 9, 2018 meeting was made by Penny Lins, and seconded by Connie Zillig. The minutes were approved unanimously.

**1. Financial and Membership Update**

Connie Zillig reported the account balance as of September 11, 2018 as \$30,175.63.

Connie Zillig reported on membership. There are currently 326 members, up from 320 members as of the last report on July 9, 2018. Three memberships lapsed during this time period and there were nine new (lapsed/renewed) members.

**2. Friends Publicity**

Elaine O'Neal will continue to update the website with events and other information requested. Just a reminder to send any information to be posted on the website to both Elaine O'Neal and Kathie Smarick.

Kathie Smarick reported 21 posts on Facebook in July and 27 posts in August. There are currently 538 followers, which is up from 516 followers at beginning of July.

Kathie Smarick reported on good media coverage of the Reading Pro Awards and the Annual Book Sale, a press release about the Summer Reading Program has been sent out; however, it hasn't been picked up by media yet. The winner of the quilt raffle, Linda Agne of Stevensville, will have a photo taken on September 12 at the Kent Island Library with Kathie Smarick and any of the quilters who are available at that time. A press release will follow. In addition, a press release will go out this month about the location of the new Little Free Library.

### 3. Library Director's Update

John Walden provided a Summer Reading Program (SRP) report to the Board of Directors. There were 1593 sign ups between the ages of 0-18. The break down was as follows:

Birth – 4: 426

Ages 5 – 10: 850

Ages 11 – 18: 293

Youth completion, measured by turning in the calendar at the end of the program was 567; this was up from 294 the previous summer. There were 118 youth programs throughout the summer with attendance at 2,415 in addition to accompanying adults.

John Walden shared the Paul Reed guitar was well received throughout the summer, attendance for programming was well attended, and the t-shirts were very popular.

The FOL contributed \$12,500 to the SRP this year. This included:

T-Shirts: \$3100

Performers: \$4900

Programs/Supplies: \$2500

Prizes and Incentives: \$2000

The Adult Summer Reading Program had 797 adults sign up and 357 completed the program.

An update on the Friends' funding for the library was provided to the Board of Directors.

- Funded three new books for guys read...more diverse books were selected and the books were ordered 9/11/18
- Problem with Maker Space STEAM cart...don't sell in MD right now, so library created own which included two carts and two 3D printers. The 3D printers will be introduced in November to the public during the STEM festival. A FOL logo will be put on each cart.
- Home video conversion center has been launched at Centreville library
- Both libraries have started circulating Muzzy Children's Language DVDs
- Vox books have been ordered, but have not arrived to date
- Furniture requests have not been ordered yet

The library doesn't have any new requests at this time. The Board discussed allotting \$15,000.00 to the Summer Reading Program next year.

John Walden shared with the Board the plans and pictures of the Kent Island Library expansion which were provided by the architects. He may have a 3D plan to share next month and be able to put on the website. There is space allocated in the lobby for FOL. The next step is to receive a pricing update from the architects

The Capital Campaign is underway. Kathie Smarick and Connie Zillig are both on the committee. The FOL is supporting the campaign. The Campaign Committee is trying to

find 15-20 people who would have capacity/interest in library fundraising. A screening is being done during the second week of September.

5. **Quilt Raffle wrap up**

Connie Zillig reported the quilt raffle resulted in \$1395 revenue and \$36 in expenses. This amount of revenue surpassed the goal set by the Board. There were 115 quilt raffle purchasers. Linda Agne of Stevensville was the winner.

6. **Book Sale wrap up**

The book sale event, including sales and sponsorships netted \$2,144.28, a decrease of \$167 from the previous year, mainly due to \$106 less in “Table Sponsorships and \$57 in additional storage expenses. Money to be received from Discover has not been included yet.

Penny Lins requested the Board think about who takes the leftover books next year as there might be a better option than Discover. She reported there was good coverage in newspaper and online, but flyers were not put out around town this year. The Board agreed to keep the Annual Book Sale during the same week next year.

Next year could include a presale at both branches with wine and cheese for our members. Also, up for consideration is to add a second day and do both Friday and Saturday sales. Kathie Smarick reported both libraries can give up meeting rooms for Wed., Thurs., Fri., and Sat. for the week of the Annual Book Sale next year. The following adjustments will be made if the second day is added:

Wednesday: move books and set up

Thursday: Pre-sale at both libraries

Friday and Saturday: Book Sale

Other suggestions included to add an extra donation day the week of the sale at both libraries; not offering a bag of books for \$10 until last 2 hours on Saturday, and offering children’s books for 4 for \$1.00 instead of 0.25 a piece.

7. **Future Events**

Restaurant Night in Centreville will be held at Mamma Mia’s on Tuesday, Oct. 9 from 4:00 pm – close. 15% of all sales will go to FOL for eat in or carry out as long as customer says they are supporting the FOL. There will be advertising on Facebook and the website.

Friends of the Library Week/“FOL 5<sup>th</sup> Anniversary” event: Eastern Shore Writer's Association *Best of the Eastern Shore Anthology* event with Brent Lewis, will be on Tuesday, October 16, 6pm-8pm. It will be held at the Centreville Library in the meeting room. DeAnn Cheyne is working with commissioner’s office for the proclamation and to see if one of the commissioners will stop by that evening with the proclamation. A sheet cake will be provided from Fields of Heather.

Reading with Friends/Carol Franks-Randall reading of *Playground Heroes* will be held at Chick-Fil-A on October 25 from 5:00 – 7:00 pm. Chick-Fil-A will provide a corner of the restaurant and will provide cookies or ice cream for the children. Kathie Smarick will ask

Chick-Fil-A if we can have a spirit night that evening as well. Sue Wilson and Elaine O'Neal plan on attending the event to support Carol Franks-Randall.

QACA/FOL Concert with Stefan Sciggiari, will be held December 14 at QAC Arts Council. Penny Lins reported Stefan excited about doing holiday concert. There is a small budget left after paying for the performer. Penny Lins explained the Arts Council Board does everything in house and that she anticipates needing volunteers for appetizers and table decorations. Penny Lins will send volunteer needs to Elaine O'Neal to send out to members.

Adult Spelling Bee will be held on April 3, 2019 at the Kent Island Fire Department hall. The date is on the KIVFD calendar; however, the contract will be sent in January.

#### 8. **Board Management**

Board positions and tasks for 2019 will include the following transitions:

- Sue Wilson will transition to Membership
- Elaine O'Neal will transition to Secretary
- Kathie Smarick will continue for one more year as President
- Beth Maier will transition to Treasurer
- Penny Lins would like a break from being Book Chair
- Vice President, and other committee chair positions will need to be filled

Business Memberships is being led by Beth Maier. A group met in July to come up with a plan to have tiers within Business memberships. An Appeal to Business memberships will go out in January. More information will be available in October.

#### 9. **Little Free Libraries**

This initiative is being led by Sue Wilson. Her Little Free Library was installed at Terrapin Park along the Cross Island Trail and is decorated with Herons and grasses. It was filled with extra books from the book sale and donations. Sue Wilson reported a week later about half of the books were gone. She met all of the criteria by Parks and Recreation. Next steps include sending out information to members to see if there is any interest in creating more Little Free Libraries. FOL will be happy to provide books. Consideration for money toward purchasing kits should be discussed as a budget item for 2019.

#### 10. **Annual Appeal**

The goal of the Annual Appeal is \$20,000.00. Treasurer, Connie Zillig has followed up with the mailing house. There will not be much change this year in the process. FOL will continue to offer gifts, but will not order additional materials. Connie Zillig will be requesting 10 names from each board member for the Appeal.

The meeting was adjourned at 9:09.

**2018 dates and locations (confirmed as of July 2018)**

October 1 – Kent Island  
November 5 – Centreville small meeting room  
December 3 – Kent Island

**Potential 2019 dates and locations (waiting on confirmation)**

January 7 Centreville

February 4 Kent Island

March 4 Annual Meeting (KI)

April 1 Kent Island

May 6 Centreville

June 3 Kent Island

July 1 Centreville

Aug. 5 Kent Island

Sept. 9 Centreville

Oct. 7 Kent Island

Nov. 4 Centreville

Dec. 2 Kent Island