



Friends of Queen Anne's County Library
Draft Minutes
of
Monthly Board Meeting
December 03, 2018
Kent Island Library

The Meeting was called to order at 07:09 PM with President, Kathie Smarick presiding. In attendance were Elaine O'Neal, DeAnn Cheyne, Connie Zillig, Penny Lins, Beth Maier, Susan Wilson and representing the QAC Library Board of Trustees Kathy Killeen. QAC Library Director John Walden was also in attendance.

A motion to approve the Minutes of the November 05, 2018 meeting was made by Connie Zillig, seconded by Elaine O'Neal. The minutes were approved unanimously.

Connie Zillig, Treasurer, presented the financial and membership reports. The balance at the end of this reporting period is \$28,754.96. The Treasurer's report was acknowledged and filed for audit. Connie reported that the Friends have 380 members, an increase of 50 members.

Annual Appeal – Connie Zillig

Currently income for the 2018 Appeal is \$11,225.65. Expenditures include \$834.48 for the mail house. So far, the total amount of donations has increased 5.2% over the first month of last year's appeal. The average donation has increased 11% over last year. The number of donors is down 5%. Data shows it has been advantageous to track prospects and any donor that has contributed to past Appeals.

Friends Publicity – Kathie Smarick

Website

The 2019 events are posted on the website. A call for new Board members is also posted.

Facebook

The Friends' Facebook page has 550 followers which included five new followers and there were 19 posts since the November 5th Board Meeting.

Other Media

Numerous outreach efforts regarding the holiday concert have been made to local media.

Library Director's Update –John Walden

Transition plan for Director

Kim Baklarz will be performing the duties of Acting Director until a replacement for Walden has been found. The Board of Trustees' Search Committee is currently conducting a search of their own for a new director, and the committee includes five Trustees as well as a library staff member and a member of the Friends Board of Directors. The Trustees will consider hiring a consultant for to assist with the search if they deem it necessary. Two farewell events are planned to honor John – December 17th at Centreville between 6:00 pm and 8 pm and December 18th at Kent Island between 10:00 am and 12:00 pm. The Board asked John Walden to specify a gift to the Library that the Friends could make in honor of his service.

Kent Island Expansion

The price of the KI expansion is higher than expected. The County Commissioners are going to set up a meeting with the Architects to go over the pricing.

Funding requests

Currently, the Library has no funding requests ready. They expect to have requests ready in the Spring of 2019. They are interested in being able to offer more hands-on art programs for adults.

Summer Reading Program

Considering the Library's desire to offer more adult activities it was the decision of the Board to add an additional \$1000 to the proposed 2019 Friends budget. The Board also decided not to order additional SRP adult-sized t-shirts for distribution to volunteers or sponsors.

2019 Budget Review – Connie Zillig

A motion to adopt the 2019 Proposed Budget was made by DeAnn Cheyne, seconded by Penny Lins.

The motion passed unanimously. A copy of the approved budget can be found, along with these minutes, on the Friends Google drive.

Future Events

Holiday Concert with Stefan Scaggiari – December 14th at QACA from 7:00 pm to 9:00 PM – Penny Lins

The QACA and Friends are jointly working on the publicity for the Holiday Concert. Main Street Centreville published a press release. Sixty-seven tickets have been sold. The break-even ticket sales were 40. Tickets may be sold at the door. Wine and food donations are arranged. Volunteer opportunities are still being filled.

Spelling Bee – April 3rd, 2019 –Elaine O'Neal

Elaine and Kathie Smarick are developing work arounds to accommodate the lack of a stage at the Kent Island Fire House. Elaine will put a call out for Spelling Bee volunteers in January.

Annual Meeting – March 4th, 2019 at Kent Island Branch – Kathie Smarick

Arrangements for the Annual Meeting will be announced in January.

Board Governance

Consideration of Director Emeriti status on FOL board

In order to maximize the number of people who want to stay involved with the Friends, the Board agreed to continue to consider the position of Director Emeriti. Kathie Smarick will organize the Board's stated preferences on the position and present them for final consideration.

Community Sponsorships – Beth Maier

Beth Maier continues to put together this 2019 fundraising program, which will be launched in January 2019. Kathie Smarick did an initial outreach effort to ten civic organizations in the county to invite them to be 2019 Community Sponsors.

Nominating Committee – Kathie Smarick

The Board is seeking Friends members to participate on the Nominating Committee.

New Business**Girl Scout Little Free Library projects**

A local Girl Scout seeking the Silver Award community service level in her Troop wants to build a Little Free Library. She is looking to the Friends for direction. The Board has questions about who will steward the LFL after it is in place and what the stewardship will involve. Sue Wilson is going to reach out the Silver Award candidate to clarify these points.

2019 Audit Report

Kathie Smarick, Connie Zillig, Beth Maier and Elaine O’Neal volunteered to work on the 2019 Audit of the Friends’ accounts.

There being no further business the meeting was adjourned at 8:52 PM.

Respectfully submitted,

DeAnn Cheyne

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