



Friends of Queen Anne's County Library
of
Monthly Board Meeting
Monday, February 4, 2019
Kent Island Library

The Meeting was called to order at 7:06pm with President, Kathie Smarick presiding. In attendance were Friends Directors Connie Zillig, Penny Lins, Beth Maier, Susan Wilson, acting Library Director Kim Baklarz, and representing the QAC Library Board of Trustees Ruth Gilley.

A motion to approve the Minutes of the January 7, 2018 meeting was made by Connie Zillig, seconded by Penny Lins. The minutes were approved unanimously.

Treasurer's Report

Connie Zillig, Treasurer, presented the financial and membership reports. The balance at the end of this reporting period is \$36,748. The Treasurer's report was acknowledged and filed for audit. Connie reported that she has submitted a federal Form 990-N to the IRS, required by small tax-exempt organizations like the Friends. In addition, Connie reported that all four for the Friends financial accounts (checking, savings, PayPal, and PayPal Giving Fund) had been audited by directors Kathie Smarick, Beth Maier, and Elaine O'Neal in January, with the audit showing all accounts to be in order.

Connie reported that the Friends have 410 members, an increase of one member since January.

Beth Maier reported that invitations were emailed and/or mailed to local businesses and organizations, inviting participation in the new Community Sponsorship program. To date, four businesses/organizations have joined the program, generating \$1,350 in revenue for the Friends. Penny Lins said that she had additional business contacts that she would provide to Beth.

Friends Publicity

Website

Kathie Smarick reported that the website has been updated to add the approved December minutes and to remove the Spelling Bee listing from the calendar events. The News section was updated to include a link to the *What's Up?* feature on Penny Lins. Kathie noted that she needs to work with the web designers update Board membership and membership levels, as well as to add information on Community Sponsors and the sponsorship program.

Facebook

There were 14 FOL posts on Facebook in January, focused on library events and stories about libraries. The FOL FB page currently has 560 likes, an increase of 2 followers in January

Other Media

What's Up? Eastern Shore (January 2019) featured an interview with Penny Lins, showcasing FOL (as well as highlighting Penny's hard work. The same issue of *What's Up?* also featured a blurb on Friends' support of the 2018 Summer Reading Program.

Library Director's Update

Kathie Smarick noted that the Board of Trustees meeting this Friday afternoon to vote on a recommendation from the search committee for a new Library Director, so it is hoped a Director will be in place sometime in March. Kim Baklarz announced that the Board of Trustees will begin meeting on a monthly basis, starting in February 2019, and a representative from the Friends will be invited to attend the monthly meetings to provide an update on Friends' work.

Kim Baklarz reported that the funds that the Friends had approved in January to support the Library's Guys Read program would not be needed in Spring 2019, as several schools have had to opt out of the Guys Read program as they adapt to new reading curriculum at their schools. While only 4 schools are participating this year, Kim expects the program to grow again in the 2019-20 school year.

2019 Events

Annual Meeting, Monday, March 4 at KI Library

The directors discussed a draft agenda of the meeting, circulated by Kathie prior to the meeting, and agreed upon the agenda as well as the set up for the event. It was agreed that Kathie would finalize the agenda and prepare materials for the meeting, including the Annual Report. Beth and Connie will prepare a year-end financial report to share with members. Penny Lins will arrange for dessert trays and flowers for the events (to be picked up by Kathie). Sue Wilson agreed to prepare materials on Little Free Libraries and to staff a table showcasing the Friends work and goals on LFLs, and Kim Baklarz will staff a table on the Choose Civility program. Staff members Ann Wilson and Erin Neusbaum will staff tables—respectively—featuring the Saturday Arts Program and the Memory Center and 3D printer.

Board members discussed possible candidates for the Volunteer of the Year award to be presented at the Annual Meeting and agreed upon the selection of Kent Island Book Nook shelver Carol Collins. Kathie will notify her of her selection in advance of the meeting.

Spelling Bee 2019

Kathie reviewed the decision, previously shared with the Board via email, to postpone the April 2019 Spelling Bee based on the dramatically increased price of the venue, and the reduced size of the Board at present. The Board agreed to evaluate holding another Spelling Bee, or another "annual" event, once new Directors have joined the Board and a new Library Director is in position. Elaine O'Neal will contact the Kent Island Volunteer Fire Department to cancel our reservation for the venue. (No deposit had been paid yet.)

Penny Lins agreed to take a lead role on 2019 Restaurant Nights and will reach out to **Rams Head Shore House** to set up a Give Back night in April/May.

Former FOL director Sue Haddox has again offered to take a lead on a Spirit Day at **Sweet Frog** Frozen Yogurt, to include a story time and book giveaway. We are hoping for a July date for this event.

Elaine O’Neal has agreed to lead this year’s **Annual Book Sale** effort. The book sale is scheduled for – Friday, August 23, and Saturday, August 24 , with a preview event for Friends Members on Thursday, August 22 at Kent Island Library. Elaine will meet with Penny Lins to review lessons learned from previous years, and will set dates for three Book Donation Days in the summer in time for those dates to be announced at the Annual Meeting.

Penny Lins suggested adding another event to the calendar that would be for members only to attend, perhaps in conjunction with National Friends of the Library Week in October.

Board Governance

2019 Board positions and tasks

There were no nominees for the 2-4 open Board positions for 2019, so none will be voted on at the Annual Meeting. The current Directors will continue to seek candidates for the Board. As appropriate candidates emerge, current Board members can vote on their addition at monthly meetings or via email. The goal continues to be to have 9 directors on the Board—4 officers and 5 at-large Directors.

At the Annual Meeting, the following slate of officers will be proposed, for vote by the Directors: President: Kathie Smarick; Vice-President: Elaine O’Neal; Treasurer: Beth Maier; and Secretary: Sue Wilson. Until additional Directors are added to the Board, current board members agreed to take responsibility for the following areas of work: Membership—Sue Wilson; Outreach—Beth Maier; Publicity/Technology—Kathie Smarick; Book Sale—Elaine O’Neal; Little Free Libraries—Sue Wilson; and Summer Reading Program—Beth Maier. In addition, former FOL Director Carol Franks-Randall has offered to lead the Reading Pro Award program, and outgoing Board member Connie Zillig (see below) has offered to manage the 2019 Appeal.

Nominations for Emeritus Board Members

Consistent with the process outlined in the Friends of the Library Standing Rules, nominations were made at this meeting for one-year appointments as Emeritus Board Members. Kathie Smarick had spoken with Sue Haddox and Connie Zillig, and both indicated that they were interested in the position. Kathie Smarick made a motion to extend a position as an emeritus Board member to Sue Haddox, and Penny Lins seconded the motion. The motion was unanimously passed. Kathie Smarick made a motion to extend a position as an emeritus Board member to Connie Zillig, and Sue Wilson seconded the motion. The motion was unanimously passed (with Zillig recusing herself from the vote).

2019 Board Retreat

The dates of April 14 and April 28 were proposed as potential dates for a Board retreat. It is hoped additional directors will have been added to the Board by this time. Kim Baklarz suggested the Chesapeake Heritage Center on Kent Narrows as a potential retreat location.

New Business

Sue Wilson has not heard from the Girl Scout who was potentially interested in partnering on a Little Free Library project, so this item will be removed from the agenda unless/until she reaches out to the Friends again.

Kathie Smarick led a discussion about whether the Friends would want to participate in a March 9th Annual (indoor) Flea Market at the Grasonville Veterans of Foreign Wars (VFW) Hall. There we as support for this initiative, at the cost of \$15 for a table. Kathie will get the Friends registered for the event, and Penny Lins agreed to staff the event.

Beth Maier asked whether the Friends would be interested in and willing to staff a table for the Library and FOL at the 2019 Shore Kids Connection event at Kent Island High School on May 11. The Board agreed that this was a good event for Friends participation. Beth will work with Julie to identify what programs the Library wants to highlight and, as details are finalized, we will seek out volunteers to work at the event.

Kathie Smarick noted that Kent Island Day was scheduled for Saturday, May 18 from 10am-4:30pm. It was agreed that the Friends should request a table at the event (free to non-profits) and, if volunteers are available to staff the table, the Friends should participate. Smarick will complete the needed paperwork.

There being no further business the meeting was adjourned around 9:00 PM.

Respectfully submitted,

Kathie Smarick