



**Friends of Queen Anne's County Library**  
Minutes  
of  
Monthly Board Meeting  
May 14, 2019  
Kent Island Library

The meeting was called to order at 06:59 PM with President, Kathie Smarick presiding. In attendance were Penny Lins, Beth Maier and Sue Wilson. QAC Library Director Janet Salazar and Board of Trustees Member Bill Silva were also in attendance.

**A motion to approve the Minutes of the February 04, 2019 meeting was made by Penny Lins and seconded by Beth Maier. The motion passed unanimously.**

#### **Financial**

Beth Maier, Treasurer, presented the financial report. The current balance is \$41,730.25. April income was reported as \$596.08. Discover Books sent the payment owed for the 2018 Annual Book Sale donation (\$40.62). Beth reported Challenge Island donated \$100 and is a new Silver Community Sponsor. Expenses included, PO Box, MLA seminar registration fee and printing of 2 posters to use at events sponsored by the Friends.

Beth has developed a process for transferring funds to the library to cover expenses. The funds for the Summer Reading Program will be transferred by June 30<sup>th</sup> because this is the close of the library's fiscal year.

The Community Sponsorship program is in its first year and resulted in raising \$3,450.00 so far for 2019. Website developers will refine information on the program and Community Sponsors will be recognized on Facebook. Kathie will research a design for a permanent poster with the ability to slot names of sponsors in and out as needed. The Friends are still accepting and looking for Community Sponsors.

#### **Membership**

Sue Wilson reported statistics for the quarterly Membership review, completed April 2019. There are 316 active members. 118 renewal letters were mailed May 14<sup>th</sup>. The mailing included the Friends brochure. The supply has been depleted and a request will be made for Regional to print additional copies. Responses to the membership renewal mailing will be monitored and another review will take place in August.

#### **Publicity Update**

Updates to the website (February minutes and commissioners budget hearing) and Facebook (budget hearings, Rams Head event and Book Donation Days) have been added. The Friends of the Library are working closely with library staff to advocate for one million dollars to be added to the FY2020 Capital Budget to begin of the expansion for the Kent Island Library. Three separate stories in the *Bay Times* highlighted the support the KI library expansion at the commissioners' meetings in Stevensville, Centreville and Sudlersville.

## **Library Director's Update**

### ***Funding Requests***

Janet Salazar requested funding for security cameras to be installed at the Centreville Library, approximately \$5,000.00. Discussion followed and resulted in an offer to fund program-specific materials but not infrastructure requests.

### ***Kent Island Expansion***

The architects briefed 4 commissioners on a revised building plan. The cost was reduced from \$10.5 million to \$8.6 million resulting in a 880 square foot reduction. The areas reduced in size will not have a major impact. There may be additional reductions considered. Budget hearings are scheduled for May 21<sup>st</sup> and the Commissioners will vote on May 28<sup>th</sup>. The Friends will be notified if there are opportunities to speak.

Kim Balklarz is retiring effective June 30<sup>th</sup>. Janet will be meeting next week to discuss staffing.

## **Post-event Reports: Rams Head, Kids Connection**

Penny contacted Rams Head and will pick up the \$370 check from the Give Back Night. She reported there are 2 new restaurants in Centreville but road construction may be a deterrent to scheduling a Fall restaurant night in Centreville. No decision was reached regarding the scheduling of a Fall Restaurant Night. During the Kids Connection, Beth and Sue passed out approximately 85 Book Nook coupons for one free children's or young adult book, registered 6 children for Imagination Library and handed out brochures but no memberships were registered. Many participants visited the table enthusiastically.

## **Upcoming Events: Kent Island Days, Reading Pro, Sweet Frog Spirit Night, Annual Book Sale**

Upcoming events include Kent Island Days, May 18<sup>th</sup>, Reading Pro, June 17<sup>th</sup>, Sweet Frog Spirit Night, July 12<sup>th</sup> and the Annual Book Sale, Aug. 22-24. These events will be added to the website. Friends' water bottles were designated as the give-away for Kent Island Days. Beth, Kathie and Elaine volunteered to attend. Sue Haddox will purchase new books to give away at the Sweet Frog Spirit Night. Advertising will begin in June during the launch of the Summer Reading Program. Sweet Frog is also donating 200 coupons for free yogurt to be distributed to kids who complete the Summer Reading Program in July.

Elaine submitted notes updating the Board on the Annual Book Sale progress. The flyer is complete and dates scheduled. Elaine and Penny will cover Centreville and Kathie, Beth and Sue will cover Kent Island. The Board discussed the options for the storage rental from U-Haul and decided not to rent an outdoor unit. There are, currently, no 10 x 10 units available, the Board decided to investigate renting a larger unit for an additional 60 dollars per month. Kathie will notify Elaine. A timeline was distributed.

## **Programs: Summer Reading Program, Little Free Libraries and Community Sponsorships**

Kathie applied for the Citizens for Maryland Libraries Mary Lou Dewey Advocacy and Awareness Grant to support the expansion of the adult summer reading program. The \$500 grant was awarded to the Friends and will be used to purchase an Eastern Shore balloon ride as the 2019 Adult Summer Reading Program grand prize. The Summer Reading Program programs have gone to press, and the Friends are promoted in all three programs, children's, teen and adult. Donations have been received from Hardees (500 coupons), Chesapeake Bayhawks lacrosse (4 tickets) and Sweet Frog (200 coupons) to support programs. The "Reader in Training" bibs have been purchased for our littlest participants. The original cost was \$125 but the final cost was \$170. **Penny made a motion the additional \$45 to fully fund the bibs be approved. Sue seconded and the motion was approved unanimously.**

Sue reported on three Little Free Library conversations: County wide, Grasonville Senior Center and Kim Baklarz's Retirement. Mary Lou Nelson, Kathy Killeen and Sue will meet to discuss planning for a county wide initiative. Ann Tyler has volunteered to be a steward for the donated LFL to be installed at the Grasonville Senior Center. Debbie Gill is working on Kim's retirement LFL to be installed at Ruthsburg Community Center. The Board agreed to donate books to support affiliated stewards of Little Free Libraries.

### **Board Governance and Maryland Library Association Pre-Conference Marketing Reporting**

The Board discussed working with Janet and the library to issue press releases, specifically about the Balloon Ride and community sponsorships. The library will make a poster to advertise the Balloon ride. In addition, the Board discussed producing a newsletter every 6 months and biweekly e-mails.

Beth and Sue attended the MLA/DLA Conference on May 1, 2019. They shared their "Be a Confident Marketer Notes". The topics included understanding marketing, steps to an effective marketing process and elevator speeches written by Board Members. In addition to the marketing tips, forming relationships with the membership was emphasized. The Board discussed planning a Volunteer Appreciation Event during the Friends of the Library Week in October. Beth and Sue volunteered to take the lead on this event.

**There being no further business, Penny made a motion the meeting be adjourned. Kathie seconded the motion and it passed unanimously. The meeting was adjourned at 9:01 PM.**

Respectfully submitted,

Sue Wilson

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