



Friends of Queen Anne's County Library
Draft Minutes
of
Monthly Board Meeting
August 6, 2019
Kent Island Library

The meeting was called to order at 07:03 PM with President, Kathie Smarick presiding. In attendance were Penny Lins, Beth Maier and Sue Wilson. Julie Ranelli, Kent Island Branch Manager and Youth Services Coordinator, was also in attendance.

The Minutes of the June 04, 2019 meeting were considered and The Board members, in attendance for that meeting decided amendments were required. Kathie will coordinate with Elaine regarding the changes and discussion and approval will take place through e-mail. Subsequent to the August 2019 meeting, a motion was made by Elaine O'Neal on July 7th, 2019, via email, seconded by Penny Lins, to expend funds for another storage unit for one month. This motion was seconded by Beth Maier. No objections to the motion were noted through an e-mail exchange and it was approved unanimously. Another motion was made by Beth Maier to spend up to \$85 on bookmarks to be given with Library-provided free books for kids at the end of the Summer Reading Program. Penny Lins seconded the motion. No objections to the motion were noted and it was approved unanimously through an e-mail exchange.

Financial

Beth Maier, Treasurer, presented the financial report. The current balance is \$21,482.71. Total income was reported as \$1,498.49. Income reported included: 1) grant money (\$500) for the balloon ride and 2) \$500 from WHGB, acknowledged as a platinum level sponsor and 3) \$374.30 in book sales. Expenditures reported: 1) \$109.95 for the additional book collection storage space, 2) \$55.74 frames for sponsor posters and 3) \$103.48 for books to give away during the Sweet Frog event. The Sweet Frog event was less profitable this year than in 2018. The Board identified the impact of weather and customers arriving without the required flyer as possible reasons for the reduction in income. Julie Ranelli, KI Branch Manager, volunteered a possible solution. She will put the Friends image on the Library promotional messages and mention the need to bring the poster.

Membership

Sue Wilson reported statistics for Membership, as of July 16, 2019. There are 346 total members, with 9 renewals and 0 new members enrolled in June and July. The membership breaks down as: 167 Members; 99 Supporters, 63 Contributors, 14 Sponsors and 3 Benefactors. Sue will begin work on revising the renewal letter, to include the Book Sale, and get them mailed out prior to August 22.

Publicity Update

Information about the book sale, member only and public sale, was added to the website and Facebook. There was a discussion concerning the responsiveness of our web developers, Scrawl. Kathie will review the contract and consider alternative options. Information for the book sale has been submitted to Bay Times/Record Observer, Shore Update and a press release about the book sale will be sent out to all local media by August 10th.

Some prizes will be provided by the Friends for the Library's booth at the Queen Anne's County Fair; water pouches, 50 coupons for free kids book at Book Nook and 30 buy one-get-one-free coupons (excluding special

volumes) for adults to use at the book sale. FOL will help QACL publicize its joint promotion with Acme Supermarkets (from 8/15 thru 9/30, shoppers can buy a Give Local reusable bag for \$3, with \$1 going to QACL)

FOL will set up a display in the display windows of KI for the month of August. The display will include information about the Book Sale and a poster of FOL accomplishments for 2019 so far.

The Board revisited the feasibility of publishing a Friend's newsletter. Julie suggested Kacey (Graphic Designer at the Eastern Shore Regional Library (ESRL)) could create a format to assist with this initiative. The group discussed networking with Senior Centers and members who might provide information. Sue is working with the Senior Center to install the LFL and will make inquires.

Library Director's Update

Staffing and Events

Kim Baklarz, Centreville Branch Manager, has retired and Erin Neusbaum, previously the Emerging Technology Librarian, has been hired as the new Centreville Branch Manager. The transition has been smooth. Judy Dillon will be retiring, and Evelyn is resigning, resulting in additional staff changes and shifting of responsibilities.

The Library will be represented at the County Fair next week, M-F (9-5) and all day Saturday. In addition to planned promotional activities for the Library, the Friends banner, flyers for the Book Sale, a book nook box and brochures will be displayed. Kathie will order additional brochures through Casey. Julie volunteered library pages could be available for folding the brochures.

Julie reported more than 800 adults and 1600 children participated in the Summer Reading Program this year. The t-shirts, Hardees coupons and Bayhawks' tickets were very popular incentives. The Sweet Frog mascot made an appearance at Kent Island Branch. The Hot Air Balloon ride winner has not been drawn yet. Beth will follow up. Julie thanked the Friends for their great support and stated the Summer Reading Program was successful.

Funding Requests

A request for Funding for FY2020 was reviewed. A total of \$36,550 in funding was requested. The Board agreed funding the Summer Reading Programs (\$15,000) and matching the Art Council Grant (\$1,500) are important initiatives. After much discussion, Kathie stated the Board will ask the library leadership to revise the request to total \$11,500 through the end of the FOL fiscal year (12/31/2019), of which \$1,500 would go to match the Arts Council grant for elementary-aged arts programs. The Library's fiscal year begins in July and the Friends in January.

Post-event Report: Sweet Frog Spirit Night

Sue Haddox reported that \$168.82 was raised for FOL and 121 books were given out during the event to children ranging in age from 18 months to 11 years old. Sheriff Hoffman expressed a desire to be included in the event again next year and Sweet Frog donated 200 coupons for free yogurt to be distributed to kids who complete the Summer Reading Program in July. The local author, Kenton Kilgore, didn't get much of an audience, possibly, due to a significant rainstorm.

Upcoming Event: Annual Book Sale

Elaine submitted notes updating the Board on the Annual Book Sale progress. The July 20th book donation day was very successful, and the larger storage unit is nearly full. All donated books have been sorted and boxed. Three volunteers and Board members will try out a new system to sort books more efficiently on August 10th,

the last book donation day. After the sale, Better World Books will pick up the remaining books for both libraries. Elaine will order boxes and labels. Online sign-up for volunteers to transport books to libraries will be posted again and Beth will look for cash boxes and the device for processing credit card payments. The organization of space and location of posters was discussed.

Fall Restaurant Night

Penny contacted Doc's and Smoke Rattle and Roll regarding potential Fall/Spring restaurant nights. Doc's can schedule a Wednesday night event. The Board decided to investigate the possibility of a September 25th event from 5 to 8PM. Penny will follow up. Josh, owner of Smoke, Rattle and Roll, is planning on opening a new steak restaurant in October. The Board is interested in scheduling an event at the new restaurant after it opens. The possibility of featuring Carol's new book at a Chick Fil-A restaurant event was suggested for October.

Volunteer Appreciation Celebration

The names of 49 volunteers, who have volunteered in any capacity, were submitted for a second review and the list was unchanged. The volunteer spreadsheet will be finalized on 9-1-19. Kathie will create an invitation for the event. This event will be held Sunday, 10-27-19 from 2 to 3 PM in the Kent Island Meeting Room. The room is reserved from 1 to 4 Pm to accommodate set-up and clean up. The approved invitation will be sent out on 9-20-19 and RSVP's will be required by 10-11-19. Kathie will reach out to Janet Salazar, Kathy Killeen and any other leaders she feels should attend to welcome and acknowledge the importance of volunteers. Penny volunteered to gather door prizes to be given out approximately every 15 minutes. Kristin Bombard Green, Public Service Librarian, will provide materials and directions for craft activity. Photographs relevant to volunteer participation in events should be sent to Sue Wilson and she will work on developing a slide show to loop as participants enjoy refreshments, socialize and make the craft. Penny volunteered fall decorations and suggested several ideas for Fall themed refreshments. Sue will make name tags and the Board approved having an idea box for suggestions. Funding continues to be projected at \$100 to \$200. An appreciation Task Checklist was submitted and will be revisited during the September Meeting.

Programs:

Book Nooks

These are continuing to run smoothly.

Reading Pro

One coupon distributed to a 2019 award winner has come back to the library.

Summer reading Program

Beth will follow-up on the drawing for the Adult Summer reading Prize

Little Free Library

County Wide LFL's

Sue reported there have been no new developments with the county wide conversation. Ann Tyler (Friend of the Library and volunteer at the Grasonville Senior Center) contacted Ann Martin (Director of the Grasonville Senior Center) reported the LFL is painted and ready for installation. Sue visited the Senior Center to coordinate with Ann Martin regarding the installation and distributed pictures of the finished product. Paul Kurst previously approved the installation and will be contacted to install the LFL. Kathie will work on publicity for the initiative and Sue will contact All American Awards to get a price for QAC sponsor plaques to be attached to the LFL in addition to the charter signs from the Little Free Library Organization. Kathy Killeen previously expressed interest in placing a LFL on the bike path. Sue contacted Mike Watson and connected him with Kathy for further discussion. There has been no direct feedback on the LFL for Kim's retirement. Sue will follow up with Debbie Gill.

Annual Appeal

Kathie will start developing the letter for the appeal and hopes to have a draft by mid-September.

Board Governance

The Board was notified of a Staff/Trustees/FOL picnic to be held at Gunston School the afternoon of 9-8-19 from 1 to 3PM. Invitations will be issued soon.

Jenn Owino is coordinating an effort to create an Informal Library Directory for staff, trustees, and FOL board members. Kathie will forward the information page, but participation is not mandatory.

Kathie asked for volunteers to attend Trustees meetings for the remainder of 2019. A sign-up sheet was distributed. Beth, Sue and Penny signed up to attend meetings through November.

There being no further business, Sue made a motion the meeting be adjourned. Beth seconded the motion and it passed unanimously. The meeting was adjourned at 9:38 PM.

Respectfully submitted,

Sue Wilson

(Sue Wilson)