



Friends of Queen Anne's County Library
Minutes
of
Monthly Board Meeting
September 10, 2019
Centreville Library

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

The Minutes of the June 04, 2019 and August 06, 2019 meetings were reviewed prior by the Board meeting. Beth Maier made a motion the minutes be approved as written. Elaine O'Neal seconded the motion and it passed unanimously.

Financial

Beth Maier, Treasurer, presented the financial report. The current balance is \$25,775.66. Total income was reported as \$4,792.95. Income reported included: 1) annual book sale (\$3,190.80) and 2) member dues: renewal (607.45) and new (\$296.60), 3) Amazon Smile (\$19.43) and a Pfizer matching grant (\$100.00). September expenditure reported: 1) \$500.00 for the hot Air balloon ride for the Adult Summer Reading grand prize. There are no encumbered expenses from the library.

Membership

Sue Wilson reported statistics for Membership, as of August 29th, 2019. There are 365 total members and donors, with 15 renewals and 10 new members. The membership breaks down as: 179 Members, 106 Supporters, 63 Contributors, 14 Sponsors and 3 Benefactors. Sue mailed the renewal letter with a copy of the Book Sale flyer and the Friends brochure to all lapsed members and donors (113). To reduce printing costs, materials for the next round of renewal reminders will be copied at the library for \$.30 a color copy. It was suggested the August mailing include the Book Sale flyer, again, next year as well.

Publicity Update

Information about the upcoming Doc's fund-raiser event has been added to the website and Facebook. A link to the Bay Times article about the Book Sale has been added to the website and the Board of Directors information has been updated. Kathie contacted the web developers, Scrawl Design, and received detailed instructions on how to update and control the homepage slider. What's Up Eastern Shore indicated they will recognize the Reading Pro Awards in the October 2019 issue.

The Board decided not to participate in the Rotary Artisans Festival at Chesapeake College (10/5 and 10/6) this year.

Kathie investigated costs for printing 300 brochures through Minuteman Printing. The cost of \$125.00 was approved. Kathy will order and Beth will pick the brochures up.

Kathie will contact Kacey at Regional to develop a newsletter template for the Board's review.

Library Director's Update

Funding Requests and Expansion Update

Janet presented a materials request from the Kent Island Branch of the Library. After reviewing the proposal, **Beth made a motion to fund the following requests (not to exceed \$4,000): 1) the Adult Creative Arts as Kent Island, 2) Two Hercules Series Rectangle Activity Table, 3) DVD Shelving and 4) Storytime Board Books. Sue Wilson seconded the motion, and the motion was passed unanimously.**

Janet met with the design team and shared the most recent information regarding the expansion of Kent Island Library. Based on the costs, the Design Team revisited square footage and discussed the initiation of the Capital Campaign.

The Queen Anne's County Friends were recognized for their fundraising initiatives (Spelling Bee and Sweet Frog) during a National Conference Janet attended. She will share slides, from the conference, relative to other fundraising ideas and attracting Millennial Member volunteers and leaders with The Friends.

Post-event Report: Sweet Frog Spirit Night

Upcoming Event: Annual Book Sale

Elaine reported the Annual Book Sale results. The fundraiser brought in a total of \$2,571.00, which is an increase of \$426.00. Seventy-five boxes of extra books from each library were sent to Better World Books. Suggestions for next year were reviewed: 1) engage Scouts to help move boxes of books, 2) schedule volunteers to assist with the clean-up, 3) consider restricting the type of books and number of boxes of books which can be donated at one time- there were an excessive number of Cook Books, Self Help Books, DIY and Religious books which did not sell, 4) agree on consistent pricing for children's and young adult books, 5) explore working with David, book liquidator, to pick up books remaining after the sale and 6) consider having two book sales scheduled at separate times- possibly March and August.

Fall Restaurant Night

The Fall restaurant night is scheduled to take place at Doc's and Smoke Rattle and Roll on September 25th from 5 to 8 PM. Per Penny's request, Kathie will follow up on Monday September 23rd, 2019.

Volunteer Appreciation Celebration

The names of 52 volunteers, members who have volunteered in any capacity, were submitted for a final review and the list was unchanged. Kathie created an invitation for the event. The invitation will be delivered, and RSVP's will be captured on the website. This event will be held Sunday, 10-27-19 from 2 to 3:30 PM in the Kent Island Meeting Room. The room is reserved from 1 to 4 PM to accommodate set-up and clean up. Kathie will send out the invitation on 9-20-19 and RSVP's will be expected by 10-11-19. Kathie will also reach out to Janet Salazar, Kathy Killeen and any other leaders she feels should be present to welcome and acknowledge the importance of volunteers. Elaine will help with the set-up, stay to support during the event and help clean-up afterwards. Penny volunteered to gather door prizes to be given out approximately every 15 minutes. Julie and the Library staff will provide refreshments for the event. Table tents will be placed on the refreshments tables to recognize their contribution. Beth and Kristin Bombard Green, Public Service Librarian, are working on purchasing materials for the craft activity, making two rope coasters. Penny volunteered fall decorations during the August Meeting. Sue will make name tags and remind all of what they volunteered to do. Kathie will create an idea box for suggestions. Beth will manage the budget and funding, projected at \$100 to \$200.

Programs:

Book Nooks

These are continuing to run smoothly.

Reading Pro

On hold until Spring 2020.

Summer Reading Program

Beth reported the hot air balloon gift certificate for adult grand prize was purchased (@\$500) and delivered to Julie. The drawing occurred and the winner was very excited. There were 568 entries at Kent Island and 400 in Centreville, for a total of 968 entries. The lacrosse tickets were a hit with 105 entries and the library has already requested the Friends consider supplying more tickets next year so each branch can give away the same number of tickets. Kathie will submit press releases announcing prize winners, in conjunction with QACL. Beth will meet with Julie to wrap up with library staff at some point during September. Interested Board members are invited to attend.

Little Free Library

County Wide LFL's

Sue met with Mary Lou Nelson on 9-9-19 and will continue to collaborate with her to plan for new locations, accessing building resources and implementing Little Free Libraries (LFL). Ann Tyler (steward for Grasonville Senior Center LFL) has accessed the bin of books marked for LFL Stewards, at the Kent Island Library, to restock. Children's books continue to be popular at both the Senior Center and Terrapin Park. Sue met with Jamie Goodman to survey the Ruthsburg

Community Center site for Kim's retirement Little Free Library. Debbie Gill will be notified of the meeting scheduled for Monday, September 16th (7:00 PM) with the committee for final approval. Elaine made a motion that the Friends contribute \$100.00 dollars towards the retirement gift for Kim Baklarz, retiring Branch Manager for Centreville Library, purchase of the Little Free Library. Sue seconded and with no further discussion, the motion carried unanimously.

Labeling for FOL support on Little Free Libraries

The Board edited the mock-up sent from Michelle from All American Awards. Sue will respond to Michelle, requesting the following edits: 1) change wording to Friends of Queen Anne's County Library and 2) add the logo. Kathie has the capability of creating a vector file and will create this file for the logo. Once the final draft is approved, the Board agreed to the purchase of 7 labels at \$7.00 a piece. These will be attached to LFL's the Friends support.

Tuckahoe and Martinak Park Request

Sue Haddox, member of the Friends of the Queen Anne's County Library, is interested in purchasing 2 Little Free Libraries, one for Tuckahoe State Park and the other for Martinak State Park. She has volunteered to be the steward for the Tuckahoe Park Little Free Library. Sue Wilson will collaborate with Mary Lou and Sue Haddox, who is representing the Friends of Tuckahoe/Martinak State Park, on this project. The Friends will not fund the project at Tuckahoe but will be available to support with books, should they be needed.

Community Sponsorships - Beth shared there is nothing new to report this month.

Annual Appeal - Kathie

Connie has confirmed that the mailhouse from last 2 years will work with us again this year and will maintain the same price for supporting the mailing as last year. Kathie will be drafting an appeal letter this month

Board Governance

Kathie reviewed the meeting dates, times and locations for 2020.

New Business

Half Full Boutique is interested in a collaborating on a Shopping Day and Kathie will lead on this initiative.

There being no further business, Elaine made a motion the meeting be adjourned. Beth seconded the motion and it passed unanimously. The meeting was adjourned at 8:47 PM.

Respectfully submitted,

Sue Wilson

(Sue Wilson)