



Friends of Queen Anne's County Library  
Board Meeting **DRAFT** Minutes  
June 4, 2019  
**KENT ISLAND Library**

The meeting was called to order at 07:05 PM with President, Kathie Smarick presiding. In attendance were Penny Lins, Beth Maier, Elaine O'Neal and QAC Library Director Janet Salazar.

A motion to approve the Minutes of the May 14, 2019 meeting was made by Beth Maier and seconded by Penny Lins. The motion passed unanimously.

### **Financial**

Beth Maier, Treasurer, presented the financial report. The balance as of May 31, 2019, is \$42,475.06. Book sales continue to increase at both libraries with the addition of \$266.71 from Kent Island Book Nook and \$152 from Centreville Book Nook. Six "Book Nook" coupons were turned in as payment for children's books (5 to KI and 1 to Centreville). These were given out during community outreach events in May.

As a result of a member renewal mailing, \$721.10 was received. The mailing cost was \$136.80. In addition, FOL received two 2018 Annual Appeal donations totaling \$110.

The U-Haul storage payment was made for the three-month rental to house donated books for the annual book sale. The cost of the storage unit was \$449.85. The annual liability insurance premium was paid in full for \$255. Beth made a request to consider looking into an alternative insurance agent for the 2020-2021 renewal. The current agent is out of county and she suggested keeping business relations in county when possible. Other expenses included: annual subscription to Quicken for \$34.99 for book keeping, library awareness stickers for \$12.98 for the QAC April budget hearings, and final payment for the MLA Friends workshop for \$70.00. To date, we have paid \$20,560 to the library. This includes: Summer Reading 2019 for \$16,000 and library equipment and program requests for \$4560. Beth is awaiting \$2150 in invoices from the library to cover three April funding requests.

A budget re-allocation discussion was held during the meeting to allow for funding for the Volunteer Appreciation in October. It was suggested to keep \$550 for the Board Planning Meeting; total income is down about \$2000 due to not holding an Adult Spelling Bee in 2019; no money was reallocated from library support; Little Free Libraries has been absorbed into Community Outreach and should have its' own line item for; Penny is willing to learn how to do eBay book sales and it was decided that books valued less than \$20 would go to annual book sale; summer reading t-shirts need its' line item as it is currently listed as Other. The annual appeal income was anticipated as \$14,800, but to date is \$15,500--an increase in funding of \$700.

### **Membership Update**

Sue Wilson reported as of May 31, 2019 there are currently 339 members; membership renewal – 20; new members – 2. The total income for renewals/new memberships was \$1135.00 with mailing cost associated with a renewal campaign being \$135.80. Donations made during the month of May included: 1 sponsor, 3 contributors, 5 supporters, and 13 members.

Sue proposed budget item lines for membership costs: Quarter 1 Renewal Mailing 135.78, Quarter 2 Renewal Mailing \$100.00

## **Publicity Update**

Kathie Smarick shared the following information in regard to publicity:

### **Website**

- Sweet Frog Spirit Day added as event
- Summer Reading Program info added to “in the news” section
- Summer Project: clean up Community Sponsors page; learn how to update home page “slider” display and to update Board section

### **Facebook**

- 10 FOL posts on FB in May, focused on community and Library events, related news (incl KI expansion)
- FOL FB page has 579 likes, an increase of 7 followers in April
- Book Donation Days are added as FB events (also shared by QACL)

### **Advocacy**

- FOL provided a letter of support to QACL’s application for state grant capital program for 2021
- FOL continues to work closely with Library leadership regarding any additional outreach needed for KI expansion project

### **Media**

- Bay Times article on commissioners vote to match state grant for library construction drew heavily from Friends email about the vote (citing the Friends): May 29, 2019: [https://www.myeasternshoremd.com/qa/spotlight/commissioners-vote-to-match-million-library-grant/article\\_fc427aaa-f679-5b3b-bee2-780dd3de4fb1.html?fbclid=IwAR2zQA1\\_eyJHYN0imr6K0H9VME4e2sGbCL9bbuSY6LgaBeUBIGijDAu7Q](https://www.myeasternshoremd.com/qa/spotlight/commissioners-vote-to-match-million-library-grant/article_fc427aaa-f679-5b3b-bee2-780dd3de4fb1.html?fbclid=IwAR2zQA1_eyJHYN0imr6K0H9VME4e2sGbCL9bbuSY6LgaBeUBIGijDAu7Q)

### **Community Events**

- Kent Island Day: Saturday, May 18, 10am – 4:30pm; Beth, Elaine and Kathie participated
- In addition to information about the Friends and about Library events, we handed out Book Nook Bucks and water bottles. The water bottles were a hit!

### **PR Supplies**

- Julie has approved the Friends to use the windows adjacent to the front door for advertising special events if we use “perforated window clings” (professionally made, semi-transparent signs that can be easily removed/added to glass). Kathie is investigating cost options. So far, appears costs range from \$50-100. Would board consider such signs for the Book Sale and for the Appeal?

- At the May meeting, the Board encouraged a hard-copy newsletter be mailed out to members 1-2 times per year. Kathie will draft one to be mailed (and emailed) in summer. Will involve printing, paper, and postage costs. Need to address in budget revision.

## **Library Director's Update**

Library Director, Janet Salazar had no monetary requests for this month. She asked the Board to explain how fund will be allocated for FY20. Janet will come back to the Board with a better request list. She mentioned the design team would be meeting on Monday, June 3 for the Kent Island branch expansion, which is moving forward as if it is being funded. Kim is retiring as Assistant Director and Centreville branch manager. In her place, Janet would like to hire a branch manager and is also hoping to hire a programming and marketing coordinator.

## **Events**

### ***Post-event reports***

- Kent Island Day
  - Should ask to be set up next to the library table in future years

### ***Upcoming***

- Reading with Friends and Spirit Night at Sweet Frog
  - Sue H. will order books for this event, as approved at the April Board Meeting and advertising will begin in June with the launch of Summer Reading Program.
  - Needs to solidify schedule of Board volunteers
- Annual Book Sale
  - Unit C19 at Grasonville has been secured through August 21. Elaine has shared access information with all Board members
  - Book sale will held Friday, August 23 and Saturday, August 24
  - Penny has been sorting books
- Fall Restaurant night
  - to be determined – Penny suggested Joshua's if it is open, rather than returning to Mamma Mia; maybe Docs and Chick-Fil-A
- Volunteer Appreciation during National FOL Week
  - National Friends week Oct. 18 – Oct. 27
  - Would like to do something on October 27<sup>th</sup> in the Meeting Room
  - Keep it simple, about an hour. Invite people listed in volunteer software; book shelvees
  - Fall theme – cider and muffins or cider and cookies; door prizes every 15 minutes; Kathie and Beth suggested using Kristen at KI (adult art programs on Tuesday evenings) maybe do a mini craft or something.

## **Programs**

- Book Nooks
  - Lots of donations coming in to libraries
- Reading Pro

- Janet volunteered for GES, Carol will be back this week; waiting for names from two of the schools; Carol will be making the certificates; \$25 Barnes and Noble and \$5 Book Nook;
- Summer Reading Program
  - Beth shared by 15<sup>th</sup> bookmark, prizes, game store in Centreville will be donating; KI 200 children 118 adults first two days; budget summary provided by Julie as to where the FOL money goes (\$15000)
- Little Free Library Network
  - There will be a FOL Little Library outside the Grasonville senior center at the county ride bus stop; designing a plaque to be placed on the FOL little libraries; we will provide books if needed; Sue met with Mary Lou Nelson, and discussion confirmed that a lot of organizations are trying to set up LFLs. There was agreement that we don't need to partner with all of them; rather, just try to coordinate with others to ensure there are not several placed in the same area.
- Annual Appeal
  - Kathie shared there is nothing to report at this time

### **Board Governance**

No meeting will be held in July and everyone will submit notes; online vote for budget requests from Janet can be conducted over email if necessary.

### **New business**

- Sept 8 Gunston School for a picnic for board members and families
- ALA renewal notice- Janet will check to see if Citizens for MD Libraries or State of MD Libraries will pay

### **Adjourn**

Meeting was adjourned 8:50 by Penny and Beth seconded

### **REVISED 2019 Meetings (first TUESDAY of the month) at 7pm in small meeting rooms)**

Tuesday, August 6 Kent Island  
 Tuesday, September 10 Centreville  
 Tuesday, October 8 Kent Island  
 Tuesday, November 5 Centreville  
 Tuesday, December 3 Kent