



## Friends of Queen Anne's County Library

Approved Minutes  
of  
Monthly Board Meeting  
December 3, 2019  
Kent Island Library

The meeting was called to order at 07:04 PM with President, Kathie Smarick presiding. In attendance were Friends directors Elaine O'Neal, Beth Maier, Kathy Kwiatkowski, and Joselle Gatrell. QAC Library Director Janet Salazar and Board of Trustees President Kathy Killeen were also in attendance.

There were no minutes from the November meeting to be approved. The following correction needed to be made to the September minutes: Beth Maier made a motion under funding requests. Sue Wilson seconded the motion and the board approved the motion. **Beth made a motion at the December meeting to approve the amended minutes. Kathy K. seconded the motion. The motion passed unanimously.**

Prior to the December 2019 meeting, the Board took the following action: via e-mail, **Kathie S. made the following motion on November 25: to invite Joselle Gatrell to serve as a Director on the Board of the Friends of QAC Library. Gatrell will take over the term vacated by Penny Lins, with Gatrell serving from November 2019 until the 2020 FOL Annual Meeting. Gatrell would be eligible for a full term starting at the 2020 Annual Meeting. Elaine seconded the motion via email. The motion was unanimously approved via email vote on November 27.**

### Financial Update

- **Income: \$10583.46**

Since the initial November Appeal mailing and a single email blast we have received \$9861.90. Book Sales were up at both libraries. FOL received \$119.35 in Book Nook sales from Centreville and \$434.40 from Kent Island. Connie Zillig sold some donated books to The Book Plate of Chestertown for \$100. We received \$16.38 from Amazon Smile.

- **Expenses: \$3359.76**

The major 2019 Annual Appeal expenses were paid in November and totaled \$1493.97. FOL paid the Library \$335.55 for the bike rack at Centreville and \$1500 for the Saturday Arts Program.

- **Total Account Balance as of Nov 30, 2019 = \$34820.29**

## **2019 Audit**

An internal audit of the FOL account needs to be completed before the March meeting. Kathie S. and Joselle volunteered to be on the audit committee. Beth will send out dates for possible meeting times.

## **Membership Update**

There was not a monthly membership update for December due to it being fluid during the annual appeal. Membership will stabilize by February.

## **Publicity Update**

Kathie S. reported the appeal letter is on the FOL website. FOL is still active on Facebook and currently working on having an official donation button on our site. Allison Wood, the new program and marketing director for the libraries has also been sharing FOL information. A press release will be sent to the Bay Times in regard to the FOL Little Free Libraries.

## **Library Director's Update**

- **Funding Requests**

QAC Library Director Janet Salazar made the following funding requests:

Centreville branch is requesting \$130 to have a Maker Cart made by Upper Wye School students (school project). **Beth made a motion to spend up to \$130 on the Maker Cart and Joselle seconded the motion. The motion passed unanimously.**

Centreville branch would like to pilot a Memory Café program and is requesting funding for two sessions to cover program costs. **Beth made a motion to fund up to \$800 for two sessions of Memory Café and Kathy K. seconded the motion. The motion passed unanimously.**

KI branch would like a beanbag chair (approximately \$300) for the children's area and a portable display stand (approximately \$300). **Beth made a motion to fund up to \$300 for a bean bag chair; Kathy K. seconded the motion. The motion passed unanimously.** Board members would like more information on the display stand and can do an email vote if necessary.

There was a question from Julie Ranelli, the branch manager at KI regarding costs of shelves that FOL previously agreed to fund. The board confirmed that its previous

funding approval was sufficient to cover unexpected shipping costs of the shelves. No additional funds are needed for this purchase.

The “Storytime on Wheels” program kits used by volunteers who do story-time sessions at day-care centers throughout the county are very old. Library leadership requested \$1000 to purchase new materials and consumables for children that go along with the stories. **Elaine made a motion to fund up to a \$1000 for materials and consumables for “Story time on Wheels”. Beth seconded the motion. The motion passed unanimously.**

- **Capital Campaign**

Janet report the capital campaign consultant is working on a feasibility report to determine a realistic scope of a Capital Campaign to support the expansion of the Kent Island branch.

Janet also reported that in the next few weeks she will be meeting with the planning commission to discuss questions about the building design.

## **Event Updates**

- **2020 Annual Meeting**

The FOL Annual Meeting will be held at the Centreville Branch on Tuesday, March 3, 2020 at 7pm in the meeting room. Kathie S. will lead the event. The board discussed possible presentation topics for the meeting and agreed to try to identify a speaker who could talk about what is happening at libraries. Kathie will present a tentative agenda at the January meeting for the annual meeting with a focus on the library. The annual report will be prepared for the Annual Meeting and will be presented in a one-page format with links to relevant data.

- **Centreville Book Sale**

Kathie S. is the lead on the FOL Winter Book Sale that will be held at the Centreville branch this year. Donation Days will be held at the U-Haul Storage in Grasonville on February 15, 9 – 11 am and on February 27, 10 am to noon. The book sale will take place as follows:

- Preview Sale: Thursday, March 12: 5:30pm-7:00pm
- Public Sale: Friday, March 13: 9:00am-5:00pm
- Clearance (bag) Sale: Saturday, March 14: 9:00am-12noon

There are several volunteers who will be returning who helped with the annual book sale last summer.

## **Program Updates**

- **FOL Book Club**

Kathy K. will take the lead on the FOL book club. She will be working with library staff to try and make sure books are available through inter-library loan. The FOL Book Club will run every other month to pilot the program. Best times are not evenings, so this book club will possibly be held mid-day. The FOL Book Club will be starting in February or March. The book, *The Giver of Stars*, by Jojo Moyes is proposed for the first book.

- **Community Sponsors**

Beth and Kathie s. reported that sponsorship letters will go out this week to local community organizations.

## **Board Governance**

New directors and officers will be appointed at March meeting. Both Elaine and Beth's terms end. Joselle's term ends as a replacement for Penny Lins. Beth will be returning to the FOL Board for a second term. Joselle will decide if she is returning as a member of the Board. Elaine will not be returning for a second term. There are several people interested in being a director on the FOL Board. The new term starts March 2020. A nominating committee will be formed and comprised of members of the Friends who are not currently board members.

## **Old Business**

**Beth made a motion to approve the 2020 budget as presented. Joselle seconded the motion. The motion passed unanimously.**

## **New Business**

There was no new business to discuss.

Beth made a motion to adjourn the meeting at 9:01. Elaine seconded the motion.

**The next meeting will be held on January 7, 2020, at the Centreville branch library at 7:00.**