



Friends of Queen Anne's County Library
Summary
of
Monthly Board Meeting
November 5, 2019
Centreville Branch, Queen Anne's County Library

Due to the death of a computer, with irretrievable data files, official minutes for the November 2019 meeting are not available. A summary of the meeting is presented here. Note that no motions were made during this meeting, nor were any votes taken.

Meeting Attendees: Friends directors Beth Maier and Kathie Smarick; Director Emeritus Connie Zillig; Friends members Joselle Gatrell and Anthony Loiacono; QAC Library Director Janet Salazar; QAC Library program and marketing coordinator Allison Wood

No Board meeting was held in October 2019 due to the unavailability of Directors.

Review of actions taken since September Board Meeting via email:

1. In response to a request from the Library, on October 14, 2019, Penny Lins made a motion for the Friends to provide \$335 to the Library for the purchase of a bike rack for the rear entrance of the Centreville branch. Beth Maier seconded this motion on October 14. Following time for discussion, Kathie Smarick called for a vote on the motion via email on October 15. **The motion to provide \$335 for the purchase of a bike rack for the Centreville branch passed unanimously.**
2. On October 16, Kathie Smarick made a motion to name Friends member Kathy Kwiatkowski as a director of the Friends of the Library to fill one of the open positions on the Board. Her term would be from 2019 through 2021, with the opportunity to renew at the 2022 Annual meeting. Beth Maier seconded this motion on October 16. Following time for discussion, Kathie Smarick called for a vote on this motion on October 16. **The motion to name Kathy Kwiatkowski as a director of the Friends of the Library with an initial term of 2019-20 passed unanimously.**

In addition, Friends director Penny Lins resigned from the Board of Directors, effective October 31, 2019. Lins's term was set to expire at the end of 2019 (at

the 2020 Annual Meeting), so we will seek a member to serve in an interim role to complete this term.

Notable Discussion Topics at November meeting:

Post-event Report: Volunteer Appreciation Event

- Event was held on Sunday, October 27, 2:00pm-3:30pm
65 invitees; 22 positive RSVPs: 16 attendees (significant Route 50 traffic was a problem)
KI branch staff provided more than enough food and beverages
Kristen Green led attendees in a craft (rope coasters) that could be done with staggered start/finish times
- Barb Brooks won donated gift cards to Bada Bean and SweetFrog; Sandy Cheyne won donated gift cards to Lions Den and The Creamery

Annual Appeal

- Appeal letter and reply card attached have been finalized
- 1811 letters will be mailed by Sisk Mailing house, using materials and addresses provided by FOL (Connie has been primary contact with Sisk.) list comprised of past donors, new card holders, suggested names from FOL board and Board of Trustees.
- An additional @115 letters will be sent first-class mail, with hand written notes from Kathie on them and hand written envelopes. Following advice from ALA, these more personalized mailings are being sent to individuals who have given for repeated years at a higher donor level than our average donor.
- All mailings expected to be in the mail by Monday, November 11.
- Beth will receive all Appeal donations, and Connie will track those donations and update related membership status in FOL Access database. DeAnn Cheyne has volunteered to take care of appeal thank yous to all donors who provide an email address. Connie will handle thank-yous that require hard-copy letters.
- We are not offering any FOL gifts to donors this year. But those who give \$25 or more will continue to gain FOL membership for 2020.

Data Maintenance

Since FOL took over the Annual Appeal from the library and Board of Trustees in 2017, we have used Microsoft Access to maintain all of our data about members and donations. In 2020, we are looking to shift towards a web-based program that can be more easily shared among board members, is both Mac & PC compatible, is secure, and includes built-in back-ups. TechSoup.org can provide access to donor management programs like Fundly, DonorPerfect, and LittleGreenLight at a significant discount to non-profits like the Friends. Post-2019 Appeal, we will research which program best fits our needs (and do so in partnership to the Library to make sure our work is compatible with theirs).