

**Minutes of
Friends of Queen Anne's County Library
Monthly Board Meeting
May 5, 2020
via Zoom**

The meeting, conducted online via Zoom due to the stay-at-home order in place due to COVID-19, was called to order at 07:03 PM with President, Kathie Smarick presiding. In attendance were Beth Maier, Joselle Gatrell, Kathy Kwiatkowski and Connie Zillig.

There was no meeting in April 2020 due to Covid-19.

Minutes from the February 2020 still need to be approved. Minutes from the Annual Meeting in March 2020 need to be finalized and will be submitted for approval at the 2021 Annual Meeting.

Financial Update – Beth Maier, Treasurer, presented the financial reports. The balance as of April 30, 2020 was \$47,193.78. The 2019 Annual Appeal brought in an additional \$1,325 in April bringing the total to \$22,413. There were two additional community sponsors in April. The Centreville Book Sale netted \$346. This was from the preview sale only as the rest of the sale was cancelled due to Covid. Revenue from Book Nook sales in March still need to be collected from both library buildings when staff are able to return to the buildings and will include revenue from DVD sales at Centreville in advance of the Books Sale. The Friends of the Library currently has general liability insurance, but Beth has researched the need for Director's and Officer's (D&O) insurance for the Friends and will contact Avon-Dixon to get a quote for liability and D&O combined. **The Treasurer's Report needs to be acknowledged and filed for audit (June meeting).**

Membership Update – Connie Zillig reported that the Friends have 348 current members and 82 lapsed members. A survey, which could be mailed with a membership renewal letter, was discussed. Joselle Gatrell will work on survey questions and Connie will prepare a renewal letter with goal of mailing it out in the next month.

Friends Publicity – Kathie Smarick has updated the Friends' website to reflect changes due to the closure of the QAC library buildings since March, adding information that the Friends are not collecting donations of used books at this time. Kathie has also continued to provide updates on the Friends Facebook page, primarily links to online QACL resources and to book-related sites that might be of interest to members and Friends supporters.

Library Director's Update – Kathie Smarick

No funding requests at this time. Library buildings closed at least through May 17, 2020, due to Covid as libraries have not been deemed an essential service by the governor. Library is offering on-line and Facebook programming/videos. Reference assistance is available via phone and

email. No curbside service or interlibrary loans are available in the county at this time. Library staff is developing on-line programming for the Summer Reading Program.

Capital Campaign for the Kent Island expansion is still moving forward, with plans in development. Kathie Smarick will serve as a liaison between the Friends and the Capital Campaign Committee.

QACL Strategic Planning Process – Connie Zillig attended in-person meetings in January and February and Zoom meeting in April. The Library’s Mission and Vision have been revised and approved by the Trustees. The committee also revised the Guiding Principles (Core Values). Two of the four focus groups were held face-to-face and one additional group meeting was held via Zoom. A survey is being put together to gather additional input from the community. The goals of the previous strategic plan were reviewed as to whether they were accomplished or ongoing as we begin to firm up the goals for the current strategic plan.

Past Events

The 2020 Annual Meeting was held on March 3, 2020, at Centreville Library, with Joselle Gatrell and Connie Zillig were elected to the Friends Board of Directors, each starting a three-year term through the 2023 Friends Annual Meeting. Beth Maier was re-elected for a 3-year term through the 2023 Friends Annual Meeting. The directors voted on the Board officers for 2020: Kathie Smarick, President; Connie Zillig, Vice-President; and Beth Maier, Treasurer.

The board and Friends volunteers effectively organized for a Centreville Book Sale for March 13 and March 14, 2020, with ample used books collected during two donation days in the winter. A preview sale for Friends members only was held on the evening of Thursday, March 12, 2020. Prices were cut in half for the preview sale to sell as many books as possible as it became clear that Friday and Saturday sales would not be held due to Covid crisis. (On the afternoon of Thursday, March 12, the Governor of Maryland announced several orders designed to encourage people to stay at home and encourage statewide social distancing, including the closure of schools for 2 weeks. On March 13, the Library decided that it would also close to the public starting Sunday, March 14.) On Saturday, March 13, Friends Board members and volunteers packed up all the unsold books from Centreville Meeting room. Better World Books picked up 50 boxes of unsold books on Monday, March 15. The remainder of books were donated to Books for International Goodwill (Annapolis) and Discover Books (through book bins in Queen Anne’s County). Un-sold children’s books were kept in the Friends storage room at Centreville Library.

The Eat & Earn event scheduled at Rams Head Shore House for April 22 has been cancelled due to Covid, with Rams Head closed during the pandemic

Future Events

As of this meeting, the State of Library was still under a stay-at-home order due to Covid-19. The Board discussed plans for additional events and fund raising in 2020 and agreed to wait and see

how to move ahead with planned events, depending on guidelines for reopening library and other local establishments, including.

- Sweet Frog Spirit Day (July)
- KI Book Sale (August)
- Centreville Eat & Earn (September)
- Volunteer Appreciation Event (November)

The Board also discussed the possibility of an online fundraising event, such as an auction. Different options will be investigated and considered.

Program Updates

Reading Pro Awards – Carol Franks-Randall contacted Susan Walbert with Queen Anne County Public Schools regarding the 2020 Reading Pro Awards. Walbert will contact the Reading Specialists at county elementary schools with hopes of continuing this program in some form, though without elementary school ceremonies (due to Covid).

Board Governance -

There were no updates at this time.

Old Business

There were no updates at this time.

New Business – The Board discussed and considered what the Friends can do while library is not open.

There being no further business the meeting was adjourned at 8:49 PM.

Respectfully submitted,
Connie Zillig