

Friends of Queen Anne's County Library
Board of Directors Meeting
February 4, 2020 – 7:00pm
Kent Island Branch, QACL

Minutes

(as amended August 2020)

Meeting was called to order at 7:09. In attendance were Kathie Smarick, Beth Maier, Elaine O'Neal, Joselle Gatrell, and Library Director Janet Salazar.

Review of Minutes from December 2019

There were no January 2020 minutes, as that meeting was cancelled due to snow and ice and the early closure of the Library on the evening the meeting was scheduled. **Beth Maier made a motion to approve the December 2019 minutes as written. Kathie seconded the motion. The motion was approved.**

Financial Update

Beth Maier presented the Friends 2019 year-end balance was \$38,395.69 2019. The Friends income in January 2020 was \$4123.90, and the Friends overall balance at end of January is **\$42,486.59**. The only January expenditure was \$33 for stamps for FOL operations. Iso list expenditures \$490.90 total income. The Friends have up to \$1930 in encumbered expenses--commitments made to the Library for which the Friends have not yet been invoiced. Monthly reports from the Treasurer now include information on every account for FOL is listed on the spreadsheet even if has a \$0 balance (including PayPal and PayPal Giving Fund)

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2019 audit was completed and showed all Friends accounts to be in good standing. Beth, Joselle and Kathie served as the audit committee. The audit is archived in the Friends gmail account and Google drive.

The Friends received a \$100 donation from Jean Meson from the Last Will and Testament of her dog, Yoda. It was her wish that the \$100 would be used towards items to support the Read to Rover program. We have asked for a request from the KI branch to honor Jean's wishes.

Beth reviewed our accounts with the Chester branch manager of Shore United Bank, and she gave suggestions on alternate accounts with greater interest rates that we qualify for because of the account balances we maintain with them that would offer a higher interest rate, generating approximately \$75 a year in interest on \$25,000.

Membership – The Friends currently have 421 members. 262 gave to 2019 annual appeal so far, and we'll have 180 members due to renew in the coming months. We will plan to do a letter encouraging renewal to those whose membership has expired in April and August 2020.

Publicity Update –

Website: Kathie's work on the Friends website included Added online RSVP option for Annual Meeting, and uploaded meeting invitation to website. Kathie suggested that , in the coming months, the Friends evaluate the website to better feature ongoing FOL programs.

Facebook: There were 8 FOL posts on Facebook in December, focused on library events and links to general library/books stories. The FOL Facebook page has 617 likes, one addition in January.

Media: Information on donation days has been submitted to all local newspapers and social media clearinghouses. (Kent Island Online, Shore Update, and Macaroni Kid QA (a parent community) have all featured the donation day events already. Later in February, press releases about the Book Sale will go out to the same outlets. We will also advertise Annual Meeting through local media, stressing that it is for members only but that library supporters can become members at the Annual Meeting.

Community Events: Looking ahead: Kent Island Day: Saturday, May 16, 10am-4pm in historic Stevensville. For 2020, the Friends will request to be positioned right next to the QACL table.

Publicity Supplies: In February, will be printing oversized posters to advertise the Book Sale, for use at Centreville and KI branches. There are funds in the Book Sale budget for these promotional materials.

Library Director's Update

Funding Requests

The Library requested support Guys Read program for current school year at Sudlersville and Bayside Elementary Schools--a total of \$491.27. **Elaine made a motion to provide up to**

\$491.27 to support the Guys Read program. Beth seconded the motion. Motion passed.

Beth made a motion to provide the \$100 Yoda donation to support the Read to Rover program at KI library. Joselle seconded the motion. Motion passed.

Beth made a motion for the Friends to provide \$4435 to KI Library for the following items:

up to \$2500 for adult creative arts at Kent Island Library, \$875 for diverse book collection for which the FOL will provide FOL book plates, \$85 for a wall mount display, \$200 for a portable display stand; \$475 for book truck, and \$300 for display shelf. **Elaine seconded the motion.**

The motion passed unanimously.

Centreville Library is still finalizing its funding requests: **Beth made a motion to provide \$2000 for adult creative arts at Centreville Library; and up to \$700 for Vox or Wonder books. Elaine seconded the motion. The motion passed unanimously.**

Capital Campaign and FOL role

The feasibility study for the Capital Campaign for the Kent Island expansion is wrapping up, and the committee should receive a report from consultant on Feb. 15. The Board expects the role of Friends will be to support the capital campaign committee as it goes into the public phase by reaching out for smaller donations through a donor wall or a buy-a-brick campaign. No capital campaign money will flow through FOL.

Feb. 13 county planning commission will be reviewing the site plan for the KI library expansion at 8:45am. This is a public event to give support to the expansion of the library.

QACL Strategic Planning Process

Connie is the FOL representative on the committee; setting priorities for the library; outside consultant involved

Upcoming Event Updates

Annual Meeting: Annual meeting will be held Tuesday, March 3, 2020: 7pm @ Centreville Branch. Invitations emailed out to all members for whom we have email addresses on 2/2, requesting RSVP via FOL website But there are 110 members without email addresses; **Beth made a motion to spend up to \$125 to send postcards that include annual meeting and book sale information. Joselle seconded it. The motion passed.** Annual report will be distributed at the Annual Meeting, a one page flyer to share with members.

(<https://friendsofqaclibrary.org/event/2020-annual-meeting/>). Past year's annual meeting attendances averages 35-40 attendees. The meeting will involve a presentation of Friends accomplishments and plans for the coming year (by Kathie), a short business meeting for election of new Directors, and then a structured Q&A with Kathie and Janet Salazar.

The 2020 Nominating Committee is comprised of members Sue Wilson, Carol Collins, and Harriet Caporin. The Board nominations will include Beth Maier (to renew for 3 years); Joselle Gatrell (new 3 year term); Connie Zillig (new 3 year term). The new board will vote on officer nominations at the Annual Meeting, as well: President, Vice President, Treasurer, Secretary.

Centreville Book Sale

The schedule for the Centreville Book Sale is finalized:

Main sale day: Friday, March 13 (clearance sale Sat 3/14, 9-12noon)

Donation Days: Saturday 2/15; Thursday 2/27

Preview Sale for members: Thursday, March 12: 5:30pm-7:00pm

A book sale committee has been convened: members are David Magayna, Pat Moran, Joan Moored, Allan Stevenson, and Betsy Andrews, chaired by Kathie Smarick. Additional volunteers will be needed for book donation days and event set-up.

Eat & Earn Night: Rams Head Shore House Tavern: Joselle agreed to take a lead on this event and will work with Rams Head to schedule a “give back” night for some time in April 2020.

Program Updates

FOL Book Club: Literary Lunches The proposed first session is Tuesday, April 7, and the first book to be discussed is *The Lost Girls of Paris*, Pam Jenoff, with Kathy K leading

the first discussion. Kathy K. worked with Julie Ranelli to discover that the Eastern Shore Regional Library has a catalog of “Book Club sets”—ESRL has 12 copies of lendable books available for each title in this catalog, so QACL will get the set of *Lost Girls of Paris* and make it available at KI and Centreville to book club participants (still working out some details on nature of lending). The location of the first meeting is still pending. Publicity for the Book Club will start at Annual Meeting and Book Sale. Kathie will work Kathy K to develop flyers, web-materials, etc.

Reading Pro Awards Carol Franks Randall will continue to take the lead on this program.

Summer Reading Program Beth and Kathie meeting with QACL program manager Allison Wood on Thursday to discuss how Friends can support Summer Reading (in addition to already committed funding).

Little Free Library Network No news to report

Annual Appeal Total contributed as of January is \$19540, ahead of last year’s total (as of today)

Community Sponsors FOL has received \$2200 toward goal of \$4000. We have received Platinum-Level (\$500) donations from: Grasonville VFW, KI Elks, KI Lions Club and KI American Legion. We have received Silver-Level (\$100) donations from: Queenstown Lions Club and KI Heritage Society

Book Nooks Elaine O’Neal offered to take lead role in Centreville shelving efforts in the future if Penny Lins wants to transition out of this role.

Board Governance

Conflict of Interest forms were completed by all board members and are on file.

Membership of the Board will change at the Annual Meeting: Elaine rotating off of the board, Proposed new/returning Directors are: Beth is set to renew for another 3 years, and Joselle will start first three year term. Connie Zillig proposed to come back to board for 3 year term. Kathie has met with the Nominating Committee 2020 (Sue Wilson, Harriet Caporin, Carol Collins) to establish a process for evaluating board nominees, and the committee plans to interview each nominee.

The proposed Board Officers for 2020 Pres Kathie S. Vice Pres. Connie Treasurer Beth. There is no candidate for Secretary at present.

Per Friends standing rules, previous board members who still want to play an active role can be elected annually as Emeritus Board Members. **Beth nominated Sue Haddox to be a 2020 Emeritus Director, and Elaine seconded. Motion passed; Elaine nominated DeAnn Cheyne to be a 2020 Emeritus Director; Beth seconded the motion. Motion passed**

New Business

The Friends applied for the 2020 Mary Lou Dewey Grant from Citizens for Maryland Libraries (deadline was Jan. 10). Kathie worked with Andrea Rice to developed a \$1000 proposal for a grant that would fund the establishment of an Adult Storytime on Wheels program, with grant funds used to purchase books and manipulatives for use at facilities with elderly people and those with disabilities.

Kathie completed a final report to Citizens for Maryland Libraries for the 2019 grant that FOL received to support the Adult Summer Reading Program. Report is on file in FOL Google drive (Historical Archive folder).

The Friends are working to become partners of both the United Way of QAC and Maryland Charity Campaign. As partners, donors to each of these campaigns could designate the Friends of Queen Anne's County Library as the recipient of their donations. Beth and Kathie are taking the lead on completing these partnership applications.

Additional fundraising opportunities mentioned for the Friends to consider in the future are partnerships with Half-Full Boutique or Taste Buds Kitchen.

Adjourn Kathie S. made a motion to adjourn at 9:18. Elaine seconded it.

Minutes compiled and submitted by Elaine O'Neal and Kathie Smarick,

Kathie Smarick

