



Friends of Queen Anne's County Library

Draft Minutes of
Monthly Board Meeting
June 2, 2020
via Zoom

The meeting was called to order at 07:03 PM with President, Kathie Smarick presiding. In attendance were board members Beth Maier, Kathy Kwiatkowski, and Connie Zillig, Library Director, Janet Salazar and Sue Haddox, Emeritus board member.

A motion made by Kathy and seconded by Beth to approve the minutes from the February 4, 2020 and May 5, 2020 meetings passed. Minutes from the Annual Meeting on March 3, 2020 need to be finalized and submitted for approval at the 2021 Annual Meeting.

Financial Update – Beth Maier, Treasurer, presented the financial reports. The balance as of May 31, 2020 was \$47,208.00. Income included \$100 for the 2019 Annual Appeal, \$48.60 for Member Renewal, and \$35.44 from Amazon Smile. The only expenditure was \$171.77 for Reading Pro Awards. DVD income from the March book sale and subsequent sales at the Centreville branch is still pending. The Treasurer's Report was acknowledged and filed for audit.

Membership Update – Connie Zillig reported that the Friends have 348 current members and 82 lapsed members. No change from prior month. It was discussed that we should wait on sending out a member survey, possibly until the Fall to coincide with National Library Week, because the library has just sent out 2000 surveys in conjunction with its strategic planning process. Connie will rewrite membership renewal letter for mailing in June.

Friends Publicity – Kathie Smarick

Website – Kathie will update for 2020 community sponsors. Kathie will update or have web designer update the website to provide more information on FOL programs, such as Reading Pro Awards and Little Free Libraries, and less emphasis on FOL events during this time of the pandemic.

Facebook – There were 12 posts in May mainly about library operations during the period of physical library closure. There are 633 page likes, an increase of 4 in May.

Other Media – Kathie sent emails to members and supporters to encourage them to send letters, emails or make phone calls in support of the Kent Island library expansion prior to the QAC Commissioner Budget Meetings.

Library Director's Update – Janet Salazar

The operating budget for the library was not changed in the latest QAC budget. The capital project for the Kent Island expansion project remains in the QAC budget. Express service at the library began on June 1st. This curbside service was enthusiastically utilized by the community as the physical library is still closed to the public. The library has a 5 phase re-opening plan. They are remaining flexible and fluid so as to be in alignment with State reopening plans and to maintain safety for staff and library patrons. Currently, the

meeting rooms at the libraries are being utilized as a quarantine area for books and materials received from the public. All materials sit for 72 hours prior to being re-shelved or re-loaned. The library continues to work on on-line programming. The Summer Reading Program (SRP) will commence on June 15th. Volunteers are being sought for the sign-up of children and the handing out of SRP materials (T-shirts, books, game boards) at various schools in the county. There are no funding requests at this time. Janet has been working on various grant applications to supplement library funding. The Capital Campaign for the Kent Island expansion is still moving forward and the FOL's role is still to support the public phase. Janet was asked about the FOL logo being on SRP materials. She will confirm.

Groundbreaking for the Kent Island Library expansion project is expected in July or August of this year. Bid to contractor is to be awarded on June 9, 2020.

The strategic planning process is moving forward. Surveys were sent to 2000 email addresses and mailed to an additional 2000 physical addresses. The survey, sent in English and Spanish, was designed to confirm that the proposed direction of the library is in sync with the desires of the public.

Future Events - wait and see depending on guidelines for reopening library and other local establishments.

- Sweet Frog Spirit Day (scheduled for July 23). Sue Haddox is working with Sweet Frog, who is willing to hold the event. She will contact Sheriff Hoffman about his attendance to conduct a storytime at Sweet Frog. Plans remain flexible in light of Covid-19.
- KI Book Sale (August). This is looking more doubtful as meeting rooms are currently being used as quarantine areas. In addition, all donated materials would need to be quarantined 72 hours at this time.
- Kathy Kwiatkowski agreed to conduct preliminary research into the idea of an online auction or raffle. Kathy will talk informally with selected local business owners to gauge whether it's an appropriate time to request donations for a fund raiser. Kathy will gather information on how the online fund-raisers operate.

Program Updates

- Reading Pro – Carol Franks-Randall contacted Queen Anne's County Public Schools reading coordinator Susan Walbert who contacted the Reading Specialists at each elementary school. One student was selected at each school to receive the award, which have been provided to each school for teachers to present to students at the close of the school year.. Carol would like to hand-off this program for 2021.
- Little Free Libraries – Kathie has surveyed some the LFL's and restocked as necessary. She will reach out to Sue Wilson.
- Book Nooks – Not sure when these will resume.

Board Governance - Joselle has prepared a draft of a survey of FOL members but, as discussed, the FOL board will hold off on survey plans for a few months to avoid any confusion with a survey just administered by the library as part of its strategic planning. Aim to work on FOL survey for possible Fall mailing in conjunction with National Library Week. The goals of the survey need to be more thoroughly discussed.

Old Business

D & O Insurance – Janet will check with Debbie Gill to see if FOL board members may be covered under the QAC Library D & O policy. In the meantime, Beth made a motion and Connie seconded that FOL should obtain a combined D & O/General Liability Insurance policy through Erie Insurance, pending what we learn from the library about FOL coverage through the library. The motion passed.

There being no further business the meeting was adjourned at 8:30 PM.

Respectfully submitted,

Connie Zillig

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