



Friends of Queen Anne's County Library
Minutes of
Monthly Board Meeting
August 4, 2020
via Zoom

The meeting was called to order at 07:05 PM with President, Kathie Smarick presiding. In attendance were board members Beth Maier, Kathy Kwiatkowski, Joselle Gatrell and Connie Zillig. Erin Neusbaum, branch manager of the Centreville branch, was also present.

A motion made by Beth and seconded by Joselle to approve the minutes from the July 7, 2020 passed.

Financial Update – Beth Maier, Treasurer, presented the financial reports. The balance as of July 31, 2020, was \$27,024.78. Income included \$50 from the 2019 Annual Appeal, and \$97 in member dues. Expenditures of \$237 included Annual Appeal expense (\$39), membership expense (\$138), and publicity expense (brochures-\$54). The Treasurer's Report was acknowledged and filed for audit.

Beth also made a motion, and Joselle seconded, to amend the February 2020 minutes to reflect \$2,500 for adult creative arts at Kent Island instead of Centreville. Motion passed.

Membership Update – Connie Zillig reported that the Friends have 357 current members. One hundred and five renewal letters were sent on July 20 to lapsed members. This mailing included an updated renewal letter incorporating information on the Zoom discussion to be held on August 19 with Janet Salazar about the Kent Island expansion, the FOL 2019 Annual Report and a membership brochure.

Friends Publicity – Kathie Smarick

Facebook – There were 12 posts in July concerning the Summer Reading Program, Sweet Frog Spirit Day, upcoming members-only Zoom discussion on KI expansion on August 19th, and general library information. There are 640 followers.

Website – Kathie updated the Events page with information about the cancelled Sweet Frog day and upcoming Zoom discussion on August 19.

Other Media – press release sent about Reading Pro Awards.

Library Director's Update – Erin Neusbaum

Funding request for equipment and subscription to help the library provide more professional virtual programming. Items included are tripod with ring light, microphone, adapter cables, web cam, projector, inflatable outdoor screen, speakers, audio cable, extension cord and Omeka subscription. Omeka is a digital archives software and is an online resource for patrons. The gold level subscription will be procured as it offers a more professional looking experience. The request provides for capability at both branches.

Motion made by Connie and seconded by Joselle to approve the library funding request for equipment to facilitate virtual services as well as outdoor programming in the amount of \$1,700 passed.

While there is no library branch reopening date yet, reopening plans are being worked on. Plexiglass shields have been installed and carts with new releases are at both library branches. Express checkout hours currently are 10-4 M-F. Saturday hours of 10-1 will start on August 10. The Capital Campaign committee for the KI expansion is still looking for a chairperson.

Programs - 2020 Annual Appeal. The date for the 2020 mailing will be moved forward from November to September. This was acceptable with both the library trustees and staff. There are about 2200 addresses on the mailing list. Connie will explore combining reply envelope with reply card for 2020 Appeal mailing.

Future Events –

Survey – Discussion about sending survey with the thank you letters to Appeal donors. The goals of said survey need to be explored further. FOL will work with Alison at the library to increase FOL membership and possibly utilize the Facebook page of the library.

Sweet Frog Spirit Day – We will try to reschedule this event as it was cancelled due to Covid concerns. Sue Haddox secured all the books to handout to children at Sweet Frog event at no cost, and those books are currently in storage with Kathie Smarick until the event can be re-scheduled.

Zoom presentation, August 19 – Janet Salazar and Julie Ranelli will present on the Kent Island renovation project via Zoom. Library will set up Zoom call. This is for FOL members only and members must RSVP to receive Zoom information.

Online Auction/Raffle – Kathy reported that she has 60 auction items committed thus far. She has checked out reviews and user friendliness for “32auctions.com” for this event. Kathie S. to write form letter to solicit small businesses. Auction will run for a 6-day period during Friends of the Library week, October 18-24. Kathy K. to put together list of current/committed donations to date.

Board Governance – For the foreseeable future, board meetings will be held via Zoom. There was discussion about the number of meetings needed/desired per year for the FOL and whether we could more effectively utilize email to communicate during possible no meeting months.

There being no further business the meeting was adjourned at 8:59 PM.

Respectfully submitted,

Connie Zillig

Connie Zillig