



Friends of Queen Anne's County Library
Draft Minutes of Monthly Board Meeting
October 6, 2020 via Zoom

As approved, November 2020

There was no meeting in September 2020.

The meeting was called to order at 07:03 PM with President, Kathie Smarick presiding. In attendance were board members Beth Maier, Kathy Kwiatkowski, Joselle Gatrell and Connie Zillig. Janet Salazar, library director, was also present.

Motion made by Kathy and seconded by Beth to approve the minutes from the August 4, 2020 passed. Motion made by Beth and seconded by Joselle on September 12 via email to approve \$105 for a book cart for the Kent Island branch was approved by email vote.

Financial Update – Beth Maier, Treasurer, presented the financial reports. The balance as of August 31, 2020 was \$28,574.92 and as of September 30, 2020 was \$28,883.11. During August, notable income items include \$566 for new member dues and \$871 for renewal member dues. No expenses in August. During September, notable income items include \$200 for the 2019 Annual Appeal and \$545 for the 2020 Annual Appeal. September expenses were \$608 for D & O and liability insurance. The Treasurer's Reports for both months were acknowledged and filed for audit.

The Library will not be purchasing a display shelf (\$300) that was approved in February 2020 and is releasing those funds back to FOL.

Membership Update – Connie Zillig reported that the Friends have 365 current members. The increase in membership is from the 2020 Appeal. Of the 103 renewal letters that were sent on July 20 to lapsed members, 18 members renewed.

Friends Publicity – Kathie Smarick

Facebook – There were 15 posts in August and 12 posts in September about library events, Kent Island construction and the Annual Appeal. Allison Wood of QACL is creating short videos of staff members thanking the FOL for specific programs/equipment that were purchased or supported by FOL. These will be used on Facebook in encourage membership via the Appeal. There are currently 659 followers.

Website – In August, there were 155 users and the amended Feb. 2020 minutes were posted. In Sept., the "Donate" page was updated for the Appeal and the upcoming auction is currently listed on the Events page.

Other Media – In August, there were two FOL articles in the Bay Times/Record Observer; 2020 Reading Pro Awards and Zoom presentation with Janet Salazar and Julie Ranelli about the Kent Island renovation.

Newsletter – First ever Friends Update quarterly newsletter was emailed to Friends in August. It was opened by 53% of recipients.

Library Director's Update – Janet Salazar

There are no funding requests currently. The Library will donate excess Summer Reading Program t-shirts. Both libraries will be closed for Columbus Day, October 12. In addition, the Kent Island branch will be closed October 13 and 14 for construction of temporary wall. All communications about construction should go through the library, the one voice/source of information. The groundbreaking ceremony will be October 13 at 1:00 pm. and FOL board and emeritus members have been invited. The Capital Campaign Committee has 11 members, some with fundraising experience and others with community knowledge. Their first meeting will be October 22. The library reopening is going well. Patrons can make appointment for 45-minute time slots with 15-minute cleaning between time slots. Plexiglass has been installed at both branches. Come November, the library may expand its hours with masks and hand sanitizer still required.

Programs - 2020 Annual Appeal. The mailing went to approximately 2040 households starting during the week of September 21. Several hundred letters with the reply envelope were provided to both library branches for staff to include in curbside pickup of library materials.

Book Nook sales – This program is still on hold as staff prefers to minimize use of cash and handling of books. No donations of books are being accepted and there is currently no room to house any donations, particularly at Kent Island due to construction. Meeting rooms are used for 5-7 day quarantine period for all library materials. Kathie will reach out to David Zhang, a book liquidator as to whether he is accepting books, which may be useful to community members that contact the Friends about book donations. Of note, there is no space a KI for book donation container.

Future Events – Online Auction/Raffle – This is scheduled for October 18-24. Kathy reported that she has 52 auction items and Joselle has a few more. They include gift cards, wine, housewares, décor, jewelry and outdoor items. Kathy will group items together received and come up with starting bids. Still in need of photographer to take pictures of items and descriptions need to be written. Pictures and list of items to be assembled by October 9. Kathie S. will upload photos and make a banner for the auction site. Payments will be made through Paypal or by check to Friends PO box. Beth will make invoice and come up with delivery options and instructions. Preliminary pick up sites for items will be Grasonville, Centreville and Tangles in Stevensville.

Board Governance – Exciting news that the Friends will hopefully have one additional board member. On-line vote to approve in the next month.

New Business – Volunteer Appreciation Effort (in lieu of event). Discussed that board members would hand write notes of appreciation to our volunteers. It was discussed that this would be a good time to get FOL note cards.

There being no further business the meeting was adjourned at 9:13 PM.

Respectfully submitted,

Connie Zillig

Connie Zillig