

Friends of Queen Anne's County Library

Approved Minutes of Board Meeting

Tuesday, April 6, 2021

7:00 pm via **Zoom**

The April meeting of the Friends of the Library was called to order at 7 p.m. by President Connie Zillig. Members present via Zoom were Wende Woodham, Kerry Harris, Kathy Kwiatkowski , Beth Maier, Lis Cockey and QAC Library Director, Janet Salazar.

The minutes of the March 2021 meeting were approved with a motion by Beth Maier and second from Kathy Kwiatkowski.

Financial

The financial report was given by Beth Maier. Total income from the month was \$624.22 including a check from the Tuesday giving Facebook campaign and a memorial donation for Jack Covert. Beth explained that it is difficult to tell who the Facebook donors were. She will attempt to determine if that information can be attained. Total current balance is \$40,493.92.

Signature changes were completed at Shore United Bank. Beth is considering slight changes in the placement of funds at the bank. The checking will remain the same. She will look into possible short-term CD's and will email information about her recommendations to the board.

Connie reminded the board that our tax-exempt status may need to be renewed in September of 2022.

Membership

Connie Zillig reported that there are presently 527 FOL members on the database. Of those members, perhaps 90 are lapsed. The group discussed purging lapsed members from the role although they will remain on the database. FOL sent an annual appeal and a reminder. The group previously agreed not to send further request letters to allow the capital campaign to fundraise without confusion of purposes. The group discussed maintenance of the database which Connie will continue to maintain. Wende Woodham volunteered to send thank you notes to those who contribute to the FOL. The group agreed to reorder FOL stationary cards with the FOL address printed on the envelopes. Beth Maier moved that we reorder cards and envelopes with a cost of up to \$180. It was seconded by Kerry Harris and passed unanimously.

Library Director

Janet Salazar provided the library update. She reported that the library branches have reopened at regular hours with no shut down for cleaning. Materials will continue to be quarantined due to Maryland State Library recommendations resulting in meeting rooms remaining closed. This will be looked at again in July. Social distancing remains in place as well as limited seating availability. The capital campaign launched its public portion on April 1. The library recently updated its website. There was discussion about whether FOL board members receive summer reading t-shirts or not. It was decided that if board members wish a T-shirt, they can purchase one. The shirts for this summer's program will be purple. The summer reading program will include story walks in conjunction with the County Park and Rec's department. Estimated cost will be \$2700 of the budget to build the structures. The library may return to the Friends about this. Book Nook donations will not be accepted until quarantining of books is discontinued possibly in July.

Capital Campaign

Promotion began for the Buy A Brick campaign. The public will be encouraged to support the library by purchasing an engraved brick. Mailing will go out to 4 zip code areas, Stevensville, Chester, Grasonville and Queenstown. FOL will send a reminder email and posts will go on the FOL Facebook site next week.

President

Connie Zillig reported that three emails were sent, one to announce the new board members and two about the upcoming Literary Lunch/book club. Updated contact information about the board members was sent by email.

Publicity

Kathy Smarnick continues to head up publicity for the capital campaign. The FOL Facebook site has 671 followers. Beth Maier was added as an administrator. At present, Beth, Kathy Smarnick and Sue Haddox have administration rights. Connie Zillig suggested the need for Facebook and website chairs. For the present, Connie will maintain the website and Beth Maier will maintain Facebook. Discussed the possible addition of a QR code sign placed at each Book Nook for donation purposes. Beth Maier will investigate and report back to the board.

Current Programs

Kathy Kwiatkowski reported that the FOL Literary Lunch is slated for May 5 at 12 noon. Presently there are 5 people registered with a total capacity of 12. An email was sent to FOL members and information is on the website and Facebook page.

Kerry Harris updated the board about the Reading Pro's program. She has been in contact with Carol Franks-Randall who ran the program in the past. Kerry will contact 6 local school reading specialists and ask them to target one student who was the most improved in reading. The FOL will give each student a \$25 gift card to Barnes and Noble and a certificate from the FOL. Board members may be asked to assist in presenting the awards if Covid protocols allow.

No books will be accepted for the Book Nooks at this time. Wende Woodham and Lis Cockey will look into restocking the Nooks.

Beth Maier reported on the summer reading program. She spoke to the marketing coordinator at the library and much of the program has changed. We will continue to support the program financially and receive recognition for that support. This year's T-shirts are in and board members may be asked to help with distribution of the shirts. The program will be a combination of virtual and out-door programs including yoga, story times and story walks with Park and Recs. The reptile wonders program will be at Centreville library this year due to space. The kickoff may be a drive thru event. More information to come in the near future. FOL has allowed \$15,000 for the summer reading program this year and our logo will be incorporated in all advertisements.

Events

Kathy Kwiatkowski reported on the online auction. She has received multiple items and will need assistance bundling items and photographing bundles for the auction site. Items can be dropped off to Kathy Tuesday and Thursday from 10-4 at Tangles Salon. To save space, she requested that members hold on to items and send her photos. The group agreed upon the dates of June 13-19 for the auction. Connie Zillig volunteered to help bundle auction items and Kathy Kwiatkowski and Beth Maier will research the auction site. Cost for the site is expected to be \$150. Kerry Harris will check to see if the library has any items to include in the auction.

The group discussed a restaurant night benefit for the week of October 17-23. Wende Woodham volunteered to research this and contact Rams Head.

Board of Governance

Connie Zillig reported that all conflict-of-interest forms for board members have been returned. The group discussed the possibility of meeting in person in the near future and discussed a possible time change to a luncheon meeting. Connie will contact the group via email to reach consensus for an earlier time.

There was no new business for the month.

The meeting was adjourned at 8:35 p.m.

Lis Cockey

Lis Cockey
Secretary