

Friends of the Mohave County Library-Kingman
Monthly Board Meeting
Wednesday February 27, 2008
6:55 pm Whataburger Restaurant

(Note: The meeting for February 20th was rescheduled due to lack of quorum.)

1. The meeting was called to order by President Lori Chambers at 6:55 pm at the Whataburger Restaurant. The location of the meeting had to be changed at the last minute due to inaccessibility to the Mohave County Library-Kingman's Program Room.

Present at the meeting: Lori Chambers, Karla Kay, Irv Lubin, Julia Selleck, Sharon Schwartzlose and JoAnn Patterson. Everyone was very happy to see and have Irv return to the meeting. Irv looked great and he reported that he was feeling a lot better.

There was a short discussion on the absence of a library representative and the inability to use the program room for the meeting. Lori will contact Julie Huelsbeck (Assistant Director in charge of public service) and inform her of the situation and request that a designated library representative is present in the future.

2. Secretary's Report: Jo Patterson asked if there were any corrections to the minutes of the January 16 Board Meeting. After some discussion, there was an agreement to accept the minutes as is. Irv Lubin made the motion to accept the minutes and Karla Kay second. All approved.

JoAnn Patterson will be responsible for the Newsletter this year. Jo P. asked about some information concerning the acceptable number of pages for the newsletter. Karla informed her that due to costs, the newsletter should not go over 3 sheets. Beyond that, an additional stamp would be required. That provides 5 $\frac{1}{2}$ pages for articles. Jo P. reported that the newsletter for the second quarter will be completed in time to mail out at the end of March.

3. Treasurers Report: Karla Kay passed out a spreadsheet detailing the current status of the funds. She also reported that she had a meeting with Julie Huelsbeck. Julie is responsible for the public libraries within the district and is currently running the Kingman branch until a replacement for Lynn Dailey is hired. Karla explained to Julie how the Friends handled the

funds, their availability and procedures involved in ordering items through the Friends. The Youth Services division has requested a "Teen Center style booth" in the Youth Services area along with their original request for a Popcorn Machine. Karla will speak with Youth Services to obtain more information on their request.

Lori presented the invitation from KABAM to participate in their program on May 17th, 2008. The Friends have not participated in the past, but Jo Patterson pointed out that it would be a great opportunity for a membership drive. Because Friends is a nonprofit organization, the booth would be free and KABAM provides a table and two chairs. Jo P. volunteered to help man the booth and Irv and Lori said they would help. There will be a call for other volunteers to assist. Lori Chambers made a motion to participate and Irv Lubin second. Five members voted to approve and Karla Kay abstained. Karla did volunteer to help with any printed materials. After some discussion, Jo Patterson was temporarily selected as chairperson for the KABAM participation, but Lori will ask Judith Johnsen to be the permanent chair as this is a membership drive.

Karla reported that the "Shouts from the Sorting Shed" emails are working well and that up to \$50.00 has been made from the pre-sale of the large print books.

4. Membership Report: Julia Selleck presented the membership report. The renewals are just starting to come in, as the membership drive and renewal was off to a late start this year. Julia reported that in January, 3 new members have signed up.
5. Website Report: Julia Selleck reported that she will be updating the website and advised everyone that copies of the current minutes and newsletter on the site always run about a month behind. She also reported the hits on the website were down in January.
6. Librarian's Report: There was no library representative present.
7. Library Advisory Council Report: Irv Lubin reported that now that he is feeling better he will be attending the Advisory Council meetings again. Lori Chambers will be attending one with Irv to learn how the Council functions and what goes on at the meetings.

8. Book Sale Discussion: Karla reported that she met with the Miner newspaper representative to have a coupon (2 columns x 3 1/2 size) placed in the paper on Sunday March 2nd along with an article about the book sale. She is also tracking the "Book Bucks" coupon to measure where they are most successful. Board members are responsible for passing out the "pink" coupons, the Library will pass out the "green" coupons, the Katherine Heidenreich Senior Center will pass out the "yellow" coupons and the newspaper's coupon will be "white". Karla reported that \$1000.00 had been budgeted for advertising for this year.

Per Lori Chambers's request, Karla made up a chart outlining the timeline and the duties that are required to be met to have a book sale. Sharon Schwartzlose will be filling in the blanks and documenting the entire procedure to establish a guideline for future use. This guide will cover everything from when to start publicity to obtaining volunteers to set up and break down the tables and chairs.

Jo Patterson created 12 large color posters (13"x19") to advertise the March book sale. Irv Lubin will ask the Golden Valley library to post one. Karla will ask Golden Corral Restaurant and the Library to post. Lori Chambers will ask the Kingman Regional Medical Center Hospital, Big Lots, Pet Smart and National Bank to post. Jo Patterson will ask the two Safeway's, Mohave Community College and Downey Savings to post. Karla created page size ones to place all over Kingman, where there are bulletin boards available and for the library to pass out. Sharon Schwartzlose created hand outs advertising children's books to be passed out at the schools.

Karla reported that Zeke would not be available to put the Critter Grams out for the March book sale.

Rita Cownie has been asking volunteers if they are willing to do a 4 hour shift at the book sale rather than a 2 hour shift. After some discussion, board members agreed that volunteers have the discretion of stating which shift they are willing to work.

Sharon asked fellow members to assist in finding volunteers to help set up and take down for the book sale. She has asked the Boys Scouts for help, but has not received a response. Jo P. wondered if there was a scout "volunteer" badge the boys could earn for helping. All youth volunteers will be given a coupon for 1 free book from the sale. Lori will go by the high school and ask to place a request for help in the teacher's mail boxes. There was a discussion about how to get volunteers and the need for a list of

organizations that would volunteer to help. This led to the decision to have a meeting of all the volunteers prior to the May book sale to assign duties and times.

The Board decided that in the event there is rain, the best thing to do is just cover the books in the parking lot with heavy plastic and make sure the plastic is securely fastened down. If there is rain scheduled, the book sale may have to be restricted to the program room.

9. Additional Items: There were no new items. The meeting was adjourned at 8:20 pm.

Respectfully submitted,

JoAnn Patterson, Secretary