

Friends of the Mohave County Library-Kingman  
Monthly Board Meeting  
Wednesday April 16<sup>th</sup>, 2008  
3:30 pm Kingman Program Room

1. The meeting was called to order by President Lori Chambers at 3:35 pm in the Kingman Program Room.  
Present at the meeting: Lori Chambers, Karla Kay, Irv Lubin, Janice Westfall, Julie Huelsbeck, Shannon Samson, Cindy McNiven, Jay McNiven and JoAnn Patterson.
  
2. Additional Items: (Agenda item 9) Cindy McNiven and her son Jay came before the board with a request to assist Jay McNiven in earning his Boy Scouts Citizenship Community Merit Badge by performing a community service. This badge is one that must be earned towards the goal of making Eagle Scout. Jay's proposal was to collect books for the Friends to sell at their next book sale. There are a specified number of hours he must devote to this project. After discussion, Jay and his mother stated that Jay would design the flyers, contact the newspaper and radio stations to advertise his project of collecting books, DVD's and CD's to benefit the library. Karla was assigned as their liaison person to the board. Everyone wished Jay luck with his endeavor.

Shannon Samson came before the board with a request for a donation towards a retirement reception for Barbara Patterson. Barbara has worked for the library in public service for 17 years. Lori, as President, raised the concern that approval of this request would set precedence and go against the intent and purpose of the Friends group as outlined in the Constitution and by-laws. There was much discussion and agreement that the finances of the Friends, is in the end for the direct benefit of the public. The only exception would be for a retirement reception for the librarian working directly with the board. Jo Patterson made the motion to deny the request and to limit future financial expenditures on receptions to the retirement of the Kingman Librarian. Irv Lubin second the motion. All were in agreement. The board encouraged everyone to make a personal donation for the retirement reception. Shannon invited the board to the reception on May 8<sup>th</sup> from 2 pm to 4 pm in the Kingman program room.

3. Librarian's Report: (Agenda item 6) Julie Huelsbeck, Assistant Director of the Library District asked to speak next as she had another meeting to attend. Julie reported that the new librarian for Kingman has been hired. Her name is Beverly Clouse and she comes from North Dakota. Beverly has an academic background and this will be her first public library. She will attend the New Employee's Orientation (NEO) on May 12<sup>th</sup> and 13<sup>th</sup> and starts at the library on May 14<sup>th</sup>. Julie will bring her to the next board meeting to introduce her. Julie asked the board to help Beverly pay the travel expenses she incurred when she interviewed for the librarian position. After some discussion, the board agreed that they would have to deny the request for the same reasons that were given when they denied assistance with the retirement reception. Irv pointed out that her expenses are tax deductible, since she did get the job. Karla Kay made the motion that the board would not pay for the new librarian's travel expenses. Lori Chambers seconded the motion and all agreed.

Julie reported that two new library clerks were hired. The Kingman library had one clerk resign and another moved to the library district's District Technical Services division. The two new employees are Roxanne and Gayla and will work in public service.

The District Technical Services division recently moved out of the Kingman library building. The former DTS space will receive new paint and carpet before offices and work space are created for the public service staff, according to Julie. The public service staff has been looking forward to more space.

4. President's Report: (Agenda item 2) Lori reported that she has been very busy and has not had the time to write the "Thank you" letter to the book sale volunteers for publication in the "Letters to the Editors" in the Miner newspaper. She will make it a point to do so after the next book sale. She has also been unable to find a volunteer to fill the 2<sup>nd</sup> Vice President's slot. Lori reminded Jo to add a request in the next newsletter. Jo will also make a couple of posters to advertise for the 2<sup>nd</sup> Vice Presidents slot for the next book sale.

Karla asked the board if Carol Turney should continue to deal directly with Ingram Library Services. Carol purchases the "Books for Babies" books

from them. After much discussion, the board agreed that Carol has been dealing with Ingram for a while, but should give Karla a heads up when she places an order and let Karla know an Ingram bill will be arriving and the cost. Karla will contact Carol and make the request. The board agreed to just continue this process as Carol is doing an excellent job. If a new person takes over this program, the board will revisit this procedure.

Karla and Jo were unable to get together to discuss setting up the accounts to include an encumbrance column as requested during the last board meeting. Jo asked Karla if she could just insert an encumbrance column in her report. Karla stated she could.

Karla was asked during the March board meeting to check on the availability of the program room for 3:30 pm on the 3<sup>rd</sup> Wednesday of each month. The program room is available and Karla made sure to book it throughout the rest of the year. Irv Lubin made the motion to change the meeting time to 3:30 pm on the 3<sup>rd</sup> Wednesday of the month. Lori Chambers seconded the motion and all agreed. Since the by-laws state that the board meeting is held on the 3<sup>rd</sup> Wednesday, there was no need to change Article 6. The board hopes that the change in the meeting time would encourage more members to attend and participate.

5. Secretary's report: (Agenda item 3) JoAnn Patterson presented the minutes to the previous board meeting and asked if there were any corrections. Karla Kay made a motion to approve the minutes as presented. Lori Chambers seconded the motion and all agreed.

Jo reported that she had completed and submitted the KABAM application. The board received verification that the application was received and a space has been reserved for them. Jo asked about the possibility of selling the Friends book bags at the festival along with the membership drive. Since many of the stalls will be vendors selling their books, Jo thought that the book bags would sell. Karla wondered if the cost of the bags could be reduced for anyone joining the Friends, but after much discussion it was decided that the profits from the bags (\$1.29) were so slim, that the price would remain the same. Lori stated that she thought the Friends should offer cookies at the booth to encourage people to come over and join. Everyone agreed with the cookies idea and Lori said she would purchase them at someplace like Sam's Club. Karla reported that additional

membership applications were being printed and would be available for the KABAM festival. Karla will set up the "bank" and have the book bags, membership applications and advertisements ready for distribution. She will also ask Donna Claiborne about the possibility of designing some flyers to hand out to the public. Jo will make a couple of posters to encourage the public to join the Friends group and to also donate books for the book sale.

Jo shared some personal information with the board that could lead to the possibility of a temporary move for her family. She apologized that she might not be present for the KABAM festival after pushing everyone to participate. The board assured her that in the event she relocated, they would be able to work the booth. Lori, Janice Westfall and Irv volunteered to work the KABAM booth.

6. Treasurer's Report: (Agenda item 4). Karla reported that some of the CD's the Friends have invested are set to roll over and asked for instructions as to how to proceed. She gave the interest rates that are currently offered at the banks and wanted to know if the board wanted to cash out or roll over. After some discussion it was agreed that the Friends had budgeted for this fiscal year and did not need to cash out any of the CDs. It was agreed that a little interest was better than no interest and Karla was instructed to roll over the CD's. The two signatures on the CD's will be Lori Chambers, President and Karla Kay, Treasurer.

Karla reported that she filled out and submitted the Not for Profit tax returns (990EZ) and thanks Kathy McGhee for help. Karla sold a special book of poems to University of Nevada in Reno for a \$100.00 and is expecting to receive the check at any time. She also reported that the teen booth will be delivered the week of April 21<sup>st</sup>. Karla will coordinate the publicity with the Library, Big Lots and the Miner newspaper.

Karla presented the current financial report and the membership report for Julia Selleck. There are 10 new members since last meeting and the numbers of people looking at the website are increasing. Irv Lubin stated that he will contact Safeway and the National Bank of Arizona to renew their corporate support.

7. Due to the lack of time, Lori tabled Agenda items 5 (Committee Report), 7 (Library Advisory Council Report) and 8 (Book Sale Discussion) for the next meeting.

The meeting adjourned at 5:15 pm.

Respectfully submitted,

JoAnn Patterson, Secretary