

Friends of the Mohave County Library-Kingman  
Monthly Board Meeting  
Wednesday May 21, 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: Julia Selleck, Evelyn K. Robinson, Karla Kay, Lori Chambers, Janice Westfall, Lyndal Byram, Kristi Monk, Jo Deal, Kathy Greenman, Maria Greenman and JoAnn Patterson.

2. President's Report: Lori gave a report on the success of the F.O.L.'s participation in the KABAM Festival. She reported that the booth was manned by Janice Westfall, Jo Patterson and herself. It was fun and very successful for the membership drive and for recruiting new volunteers to join the board. She recommended that the F.O.L. participate in more events in the community to introduce the organization and involve more people. As the public learns what the F.O.L. does for the Kingman library and community, there is hope that more people will want to join and participate in the F.O.L. activities.

Lori appointed new volunteers to fill some vacancies and expressed her appreciation for their willingness to participate and contribute their time.

Lyndal Byram will be the new 2<sup>nd</sup> Vice President, Coleen Anderson will be the new Newsletter editor and Janice Westfall and Kristi Monk will share Secretary duties. The new 2<sup>nd</sup> Vice President's responsibilities are to increase business and corporate sponsorships. Lyndal will be contacting various businesses and other organizations in the community to request their support of the F.O.L.

Discussion followed about the various committee chair positions that needed to be filled. Kristi Monk suggested the involvement of more youth on the board. Lyndal said she would contact Mohave Community College and see if any of their students would like to participate as a learning experience. Lori stated that staffing the committee's is a major priority.

Kathy Greenman suggested the F.O.L. could sponsor a craft show, but after some discussion, everyone agreed that Kingman has many craft shows that have been around for many years and that a craft show is very labor intensive. Lyndal suggested that F.O.L. sponsor a cake decorating and/or a gingerbread competition around Christmas time. Lori Chambers stated that the ideas were great, but that currently we do not have the membership and participation to sponsor many of

these projects. There was also discussion on purchasing an advertisement to the Kingman Daily Miner to recruit people for committee chair persons. After much discussion, it was decided that the F.O.L. needed to focus more on introducing and explaining what the F.O.L. does for the community. Currently Lori would like to focus on having booths at various events in the community for the purpose of introducing the F.O.L. and increasing memberships, not sponsoring events at this time. Lori will contact Terry Organ of the Miner to discuss an article about the F.O.L. and what our organization does for the library and the community. Lori took a few minutes to discuss board protocol. She expressed concern that in the last few meetings, important agenda items were not addressed due to time taken for items that were not on the agenda and were not addressed under "Additional Items" at the end of the agenda. She stated firmly that in the future new items that are not on the agenda will be held until the board addresses the last agenda item and then discussed if time allows it. Otherwise that item will be placed on the next agenda. Board members will receive the agenda 24 hours before the board meeting and they are responsible for making sure whatever item they wish to bring to the board for discussion is submitted to Lori. It would also be helpful if board members submit their agenda items as early as possible. There was some discussion about attempting to follow Robert's Rules as much as possible to maintain the flow and progression on the agenda.

3. Secretary's Report: Jo Patterson submitted the April 16 minutes for approval. Karla Kay motioned to approve, Lori Chambers seconded and all approved.

Jo reported on her assignment to recruit some youth to assist in the heavy lifting and set up at the May book sale. She spoke with Jim Hill, the instructor of the P.A.L.S. class (Part of the PASS Program) at Kingman High School, about having either an athletic team or a specific class volunteer for payment of \$150.00 to Kingman High School. The students would also receive community service hours, necessary for graduating from Kingman High School. Jo explained to Mr. Hill that the board had to approve the proposal. Mr. Hill's class accepted the request and is waiting for board approval. Karla motioned to approve hiring the Kingman High School P.A.L.S. class to assist in set up and take down of books and tables on Thursday May 29<sup>th</sup> from 2:30 pm to 5 pm and Saturday May 31 from 4 pm to 6 pm for \$150.00. The check is to be written to the Kingman High School Pass Program. Jo Deal seconded and all approved. There was discussion after this of continuing this at other book sales and using various youth groups around

the community. Jo will contact Mr. Hill and let him know that the board has approved the agreement. She will also introduce Jim Hill to Sharon Schwartlose and Karla Kay at the beginning of the set up on Thursday. He will be informed that the instructions on setting up will come from Sharon and that Karla will give him the check at the end of Saturday's take down. Jo presented the Wells Fargo Grant and explained that since she is leaving, she does not have time to complete it. The deadline for the grant is June 2<sup>nd</sup>. There was a general agreement to table the grant and attempt it again if it is offered next year. Janice Westfall, who has some grant writing experience, offered to take a look at it and if she could complete it in time she would let Lori know.

JoAnn Patterson submitted her resignation as the Secretary and Newsletter editor to the F.O.L. board effective June 1<sup>st</sup>. She and her husband are moving to Hawaii on June 1<sup>st</sup>. Lori accepted her resignation. Jo turned over all the Secretary's notebooks and binders to Kristi Monk.

4. Treasurers Report: Karla Kay presented the Treasurers report. She took the time to give an in depth explanation of how she sets up her reports and how to read them for all the new members. She explained how the F.O.L raises money, how it is budgeted and all the other responsibilities of the Treasurer. She explained how the library makes requests for items through the F.O.L. and the F.O.L.'s financial responsibilities. There was a misunderstanding by Jo as to how funds were disbursed to the youth department and Karla explained how the funds were budgeted in the previous year.

Jo had been checking into the possibility of qualifying for Non Profit Postage stamp for the F.O.L. from United States Postal Service, but does not have time to complete the research and application. Karla stated she would complete the work and Jo gave her the packet with the information and application.

The Downey Savings CD requires two signatures and Lori requested a motion to place her name and Karla Kay's as signees on the CD. JoAnn Patterson motioned to place Lori Chambers and Karla Kay as signatures on the Downey CD. Lyndal Byram seconded and all agreed.

#### 5. Committee Reports:

- a. Membership and Website: Julia Selleck reported that the F.O.L. is currently below target on the new membership goal for 100 new households. There have been approximately 13 to 14 new household

members and the website hits have not increased, just maintained. She noted that her report was based on the cumulative numbers from the beginning of the year to the end of the previous month, without the current month. Julia will e-mail the board the current membership report.

- b. Corporate/Business. (no chairperson)
  - c. Publicity: Kathy Greenman was appointed by Lori to this position along with Book Sales chairperson to help out Sharon Schwartlose.
6. Librarian's Report: Evelyn Robinson attended for Beverly Clous, as Bev had another meeting she had to attend. Evelyn reported that the library did not have anything to present at this time. She stated that Bev plans to be present at the next board meeting.
7. Library Advisory Council Report: There is no report at this time, due to Irv Lubin's passing and the vacancy on the council.
8. Book Sale Discussion:
- a. Publicity: Kathy Greenman offered some new innovative ways to publicize the book sale. She is part of a family that owns a pizza business in Kingman and has offered to enclose an advertisement in the box of each pizza they deliver. She can also print up posters and brochures for the sale. She also had other suggestions such as money donation jars in businesses in the community and businesses donating a percentage of their profits for items they sell. She also recommended that the F.O.L. offer gift cards for use at book sales. Another suggestions was having various organizations decorate Christmas trees around the library and request a donation from the attendees. There was enthusiastic discussion on the suggestions and the need to first verify that as a nonprofit charity the F.O.L. stays within the federal and state rules to maintain the nonprofit status for some of the fund raisers.
- Jo gave Kathy Greenman a CD that has all the posters for the past and current book sales, the last two newsletters and the minutes of the board meetings burned on it. Kathy will be looking at the postures to see if she can print more of them up for the May book sale. She will pass the disc on to the Coleen, the new newsletter editor, so

Coleen can see how the old ones were created. Jo gave the Newsletter files to Lori to pass on to Coleen.

Karla informed everyone that the Cameron News Agency who owns KAAA and KZZZ will no longer provide Public Service Announcements. Lyndal suggested that Karla contact Joe Hart, who owns a local radio station, and see if he would be willing to do some PSA's for the book sales.

9. Additional Items: There were no new items for discussion

10. The meeting was adjourned at 5:25 pm.