

Friends of the Mohave County Library -Kingman
Monthly Board Meeting
Wednesday October 15, 2008
3:30 pm Kingman Program Room

1. The meeting was called to order by President Lori Chambers at 3:30 pm in the Kingman Program Room.
Present at the meeting: Lori Chambers, Karla Kay, Julia Selleck, Lyndal Byram, Beverly Clous, Jane Havern, Marilyn Howard and JoAnn Patterson.
2. Preparations for the Book Sale Training and Kickoff meeting were discussed. Jo Patterson said the draft of the training outline would be completed by the end of the week of October 20th . She would e-mail a copy to Karla and Lori for editing. Bev Clous will check the calendar and verify the date of the training session. Everyone thought it was scheduled for December 8th. Lori and Janice will conduct the training.

Lori presented the list of the proposed 2009 FOL Board officers for review. This list and/or any additional nominations will be voted on during the November 19th annual meeting.

President: Lori Chambers

1st Vice President: Karla Kay (membership)

2nd Vice President: Lyndal Byram (media contact)

Treasurer: Julia Selleck

Secretary: Jo Patterson (minutes and newsletter) and Janice Westfall (minutes and correspondence)

3. Jo Patterson presented the September 17th minutes for approval. Board members added the following corrections:
Agenda item 2: Jo Deal, 1st Vice President resigned her position. The date of the annual meeting was corrected from December 17th to November 19th .
Agenda item 5, Committee Reports/Book sales: Tentative dates for the 2009 book sales were discussed and set. The dates are March 5, 6, 7; May 28, 29, 30; December 10, 11, 12. The board discussed scheduling the September book sale to coincide with the Mohave County Fair. Until definite days for the Fair became available, the Board decided to keep September 10, 11, 12 and September 17, 18, 19 as possible days for the sale.

Lori Chambers motioned to accept the minutes as corrected. Lyndal Byram seconded the motion and all agreed.

4. Karla presented the Treasurer's report. The September Book Sale made \$3822.00. The FOL book carts in the library have had great returns each month. July sales were \$496.00, August sales were \$479.00 and in September the carts brought in \$523.00 dollars. Karla also presented the proposed budget for 2009, which will be submitted for a vote at the November 19th annual meeting.

Proposed 2009 Budget:

<u>Revenue</u>		
Friends Contributions	\$	8,000.00
Used Book Sales	\$	11,100.00
Book Cart Sales	\$	5,000.00
Memberships	\$	1,000.00
Donations		
Interest	\$	400.00
Special Projects	\$	1,500.00
City Grant Monies	\$	10,000.00
Youth Services		
Building Fund		
<u>Totals</u>	\$	37,000.00
<u>Expenses</u>		
Books for Babies Program	\$	1,500.00
General Program	\$	5,000.00
City Grant Monies	\$	10,000.00
Friend's Books	\$	8,000.00
Furniture	\$	6,000.00
Magazines		
Operating Expenses /Sales	\$	1,000.00
Special Projects	\$	500.00
Advertising	\$	500.00
Youth Services	\$	3,000.00
Youth Services transfers		
Checking to CD Transfers		
Friend's Office/Legal	\$	500.00
Friend's Promotional	\$	1,000.00
<u>Totals</u>	\$	37,000.00

5. Committee Reports:

- a. **Membership and Website:** Julia Selleck reported the membership increased in September, but the new membership goal is behind from the same time in previous years. Currently there are 279 active households which represent 361 persons. The number of visits to the FOL website has increased from the same time in the previous year.

Julia also asked if the Board wanted to post the Friends of the Library tax report, the 990 EZ on the website. Julia reported that some other Friend's groups around the country posted their taxes on their websites. After much discussion, the consensus was that as a 501(c) nonprofit, Friends of the Library's finances should be open for public review. Julia Selleck made the motion to post the Friends of the Mohave County Library-Kingman's 990EZ tax files on the Friends website. Lori Chambers seconded the motion and all agreed.

- b. **Corporate/Business, Publicity, Book Sales:** Lori Chambers reported that Patti Whiting is working to obtain donations for door prizes at the November 19th Annual Meeting. There will be a work session on Wednesday November 12th at 3:30 pm in Lori's office to put the door prizes together and prepare for the annual meeting.

Two new members, Marilyn Howard and Jane Havern were asked if they would like to participate on any committees. Jane said that she would be willing to help organize the book sales and Marilyn stated that she would be interested in working a booth during the FOL's membership drives.

The board discussed the September book sale and their concern that only 2 people showed up to take down the sale on Saturday, which forced many of the senior volunteers to pitch in. The board felt that the agreement with Mr. Hill's class was not fulfilled by the students and that a commitment was needed that they would show up for both the set up and take down of the book sale. Since the December book sale is half the size of the others during the year, the question was brought up, whether the FOL should pay the class the full amount of \$150.00. Jo Patterson was instructed to contact Mr. Hill and express the boards concerns and negotiate a different agreement with his class and only offer \$75.00 for the December sale. Jo is to report back to Lori.

Jo Patterson brought up a concern about the book sale coupons. She stated that the presale event before each book sale and the coupons are currently the only benefits that membership in the FOL offers. She believed that by offering everyone in the community the same one dollar off coupon, the incentives to join the FOL is undermined. Jo stated that for many, the cost of membership is returned with the coupons, but since everyone receives the coupons, why bother to join. The concept of wanting to support the library as an incentive was offered. But, not everyone has that ideology and coupons and presale access is an incentive. After much discussion and since the December sale is the smallest one of the year, the board agreed to stop giving out coupons (except in the members newsletter) and include a coupon in the newspaper advertisement for the December sale. Jo Patterson made the motion to change the coupon offer for the December book sale to just the newsletter and the newspaper advertisement. Lori Chambers seconded the motion and all agreed.

c. Newsletter: Jo Patterson stated she would have most of the newsletter completed by the November 19th annual meeting. She will plug in the report on the annual meeting the next day and submit the newsletter for printing, on a CD to Lori by the end of that week.

6. Librarian's Report: Bev Clous reported that the library's DVD machine had to be repaired. The candy and soda machine was removed from the staff lounge and that a new carpet cleaner was able to remove a lot of the stains in that area. Bev also reported that she is working with book selector's to be more proactive in their selections, especially with all the donations coming into the library. Bev stated she would get her librarians report to Jo by November 19th.

Bev recommended and suggested that the FOL purchase a new wire cart for their ongoing book cart sales. She stated that more books would fit on the cart, would stand out and have room for signage on the top. That way the cart would not blend in with the book carts used by the library. This might help increase sales. Karla Kay made the motion to purchase 1 wire book cart for the FOL. Lori Chambers seconded the motion and all agreed.

Karla asked for a leaders meeting before the Training/Kickoff get together before December 8th. Lori stated that a date would be set later, as the focus now is on the annual meeting.

7. Library Advisory Council Report: update was submitted by Lori Chambers.
8. Additional items: The board discussed the pre-annual planning session. All the board members are invited to Lori Chambers's office at 2331 Hualapai Mountain Road on Wednesday November 12 at 3:30 pm. The agenda and meeting folders will be put together for the annual meeting. Patti will obtain door prizes, Julia will post a website notice and send out two email invites to the annual meeting. Jo Deal and Rita Cowne will call those that do not have e-mail.

The meeting was adjourned at 5:21 pm.

Respectfully submitted,
Jo Patterson