

Friends of the Mohave County Library-Kingman
Monthly Board Meeting
Wednesday, March 18, 2009
Mohave County Library-Kingman Program Room

1. The meeting was called to order by President Lori Chambers at 3:35 pm. Present at the meeting: Jane Havern, Kristi Turman, Karla Kay, Lori Chambers, Lyndal Byram, Janice Westfall and JoAnn Patterson.

2. Lori led a discussion about member's access to the new file cabinet. The board decided that the Treasurer and the President of the board would each have a key and a spare would be kept at the library (currently kept with a Library Assistant Senior as directed by the Librarian) for use by other board members as needed. There was a suggestion that Board members needing access to the file cabinet will contact the LA Senior and advise they are coming into the library to work on a specific project or to store additional information in the cabinet. All board members agreed that FOL documents, instructions, projects need to be kept in a central location at the library, rather than in their personal homes. There have been situations in the past where members have left the FOL for various reasons and have not returned FOL property, documentation, etc.
Lori instructed Jo to begin writing a procedure for the access and use of the FOL file cabinet and send it out for review to all FOL board members and to Kristi. Lori also advised everyone to prepare documents and other information to file into the cabinet.

3. Jo Patterson presented the February minutes for approval. There were no corrections and Karla Kay motioned to approve the minutes and Janice Westfall second. All approved.
Jo reported on hers and Lori's visit with Susan Trybull, the Director of Perinatal Services at the Kingman Regional Medical Center. Susan was very supportive of the program and provided some guidelines and information to help with the packets the FOL gives to the new parents. Jo presented a sample packet of the Books for Babies program. She explained how she had also contacted Linda Beaumont in the Youth Services division at the library for help to update the information in the packet. Jo also asked Bev Clouse (Librarian) to order more board books for April's packets. She also reported that the costs of maintaining the program is more than the amount the FOL budgeted, because the previous coordinator of the program paid for many of the supplies out of her own pocket and was unable to keep up with providing the numbers of packets needed for the new parents. According to Susan, the hospital has an average of 60 births per month. Jo will investigate costs for bags and other items and estimate what the program actually costs the FOL.

Jo asked Karla for the application packet from the U.S. Postal service to check into obtaining a nonprofit postage stamp for the FOL. With postal costs increasing, the FOL probably qualifies for reduced nonprofit rates. Karla will leave it at the library for Jo to pick up in the following week.

Board discussed the timetable for the next quarter's newsletter. Jo explained that she needed at least a week to work on the newsletter, so would need all reports by May 1st. Jo was instructed to turn in the newsletter to H&H on May 11th and Lori would get volunteers to help compile and mail out the finished product on Monday, May 18th at 1:30 pm at the library.

4. Karla presented the Treasurer's Report for Julia Selleck. (Karla is temporarily helping Julia) Each board member received a spreadsheet detailing the accounts and their current status. Karla reported that a CD for \$5,500.03 with Downey Savings and Loan, (now known as USBank) would mature in April, prior to the April 15th FOL board meeting and wanted to know how the board wanted her to handle it. The board asked Karla to check around at other local banks in town and find out which one offered the highest interest rate on a CD. Then she could poll the board members and conduct an e-mail vote for approval for CD deposit into a new bank. Karla explained to the board that there was a misunderstanding at the last board meeting concerning her agreement with Stan Majors for selecting donated materials for his Internet book sale business. She reported that the agreement she had with Mr. Major's was just a onetime agreement because he assisted in evaluating and selecting the boxes of donated materials that were stored in the AAA Storage shed. Mr. Majors does continue to load the FOL sales carts in the library as a member of the FOL and a volunteer. A library volunteer assists in placing donations for the FOL in the storage shed.
5. Julia presented the Membership report and reported that membership was going up and doing well. There were 282 newsletters mailed out for the March book sale. There was discussion about providing a copy of the newsletter to non member library staff, (since youth and adult services contribute to the newsletter) since they may want to read about FOL contributions to the library. Jo was instructed to send a copy of the newsletter each quarter to Kristi Turman, the LA Senior. Kristi will print a copy and black out the book sale coupon, and then post the newsletter in the staff lounge.
6. Committee Reports:
Corporate/Business: Lyndal and Lori were unable to have their meeting to discuss ways to reach out to corporations and businesses in Kingman last month, so they decided to meet this month. Lyndal was encouraged to attend meetings with various groups and encourage the members to join the FOL. She plans to attend

the Senior Center's Thursday luncheon before the book sale to announce the sale and invite everyone to come.

March Book Sale: Jane Havern reported on directing her first book sale along with Sharon Schwartzlose. She is getting the idea of what needs to be done for setup and take down of the furniture and getting the materials out and placed on the tables. She reported that there was a problem with patrons of the book sale parking in the staff parking lot after the staff was informed they could not park there. There was a discussion on how to restrict vehicles from the area, since it poses a safety hazard to the patrons walking around the area. The problem is the staff parking lot is the access to the parking section used by the staff working in the Administration building. The board discussed that either a volunteer had to be assigned to stop patrons from parking in the library staff's parking lots, but still allow access for the Administration building staff to drive through or the lot had to be closed off completely to vehicles. There was no resolution and this problem will be discussed again, prior to the next book sale.

Karla reported that the March book sale was the 5th largest book sale the FOL has had. The FOL made \$3960.00. Karla reported that despite the book sale Kickoff by Lori and Jo, there were still problems with volunteers not recognizing sets and allowing patrons to purchase a part of a set. This led into discussion as to the success of the "Kickoff". It turned out the volunteers at the sale had not attended the March "Kickoff". This led to the discussion of the need to have the volunteers who are responsible for cash box and sales attending the "Kickoff" to refresh their memories, learn about new procedures or changes in procedures. Since the "Kickoff" manual is a fluid document, changing as the need arises, the board members wondered if the "Kickoff" should become a requirement to work the book sale. Lori set the new "Kickoff" date for Tuesday May 26th at 1:30 pm in the program room and will request all volunteers to attend. Lori and Jo reported that Jo Deal and Rita Cownie attended the March "Kickoff" and expressed their support of the "Kickoff" program during the session. They claimed that the information would help them in scheduling the volunteers for the next book sale.

7. Kristi Turman, the LA Senior reported for Librarian Bev Clouse that she needs more shelving versus more books at this time. Kristi reported that Bev has a request in her regular library budget for more shelving but was concerned that the request may be turned down due to budget restraints. In that event, she asked the FOL to purchase the shelving. Kristi presented a comparison of the costs of various shelving with an estimated amount of approximately \$6,136.96 for all the shelving. Lyndal Byram motioned to approve the move of additional funds from the book budget to augment the furniture budget for the shelving and Lori second the motion. All approved.
8. There was no Advisory Council Report.

9. Additional items:

Lori passed out copies of the Constitution and By-Laws for the FOL and asked the board to read them and be prepared to discuss some changes, such as having Co-Secretary at the next board meeting. The board will also review and discuss sorting procedures and presales at the next meeting.

The meeting was adjourned at 5:30 pm.

Respectfully submitted,
Jo Ann Patterson