

Friends of the Mohave County Library-Kingman Monthly Board Meeting Minutes  
Wednesday, June 17, 2009 3:30 P.M.

1. Meeting was called to order by president Lori Chambers at 3:24 P.M.  
In attendance were: Lori Chambers, Lyndal Byram, Karla Kay, JoAnn Patterson, Janice Westfall, Jane Havern, and Bev Clouse
2. **President's Report**
  - A. Book Sale training was attended by 6 enthusiastic volunteers. The response to the training was positive. FOL's goal is to have only those volunteers who have attended a training session work the book sales by the end of this year.
  - B. Lori Chambers invited all present to a Bunco evening at her home on July 16, 2009 at 6:00 P.M. This will be a trial for a future fund raiser. Bev Clouse will check that this type of fundraiser is acceptable to be held in the Program Room.. All proceeds would go to FOL. All prizes are donated.
  - C. It was agreed that only emails directly pertinent to FOL activities should be sent to members who have provided an email address. Once a month, an email with a link to the Kingman Library's Calendar of events will be sent to members by Karla.
3. **Book Sale Review/Jane Havern**

Kingman Academy students hired to do set-up/teardown did a good job.  
In future, set-up will include covering all outside boxes with tarps.  
A written procedure for set-up/teardown is needed in our Standard Operating Procedures manual. Jo offered to do this, with review by Karla and Jane.

On Saturday afternoon, the book sale was short of volunteers due to errors in scheduling and failure to show up on the part of some scheduled volunteers. This has caused us to become aware that a reconfirmation call must be made to all scheduled volunteers 2 days prior to the book sales. Jane will call to reconfirm and give her cell phone number for volunteers to report absence.

Initial scheduling duty needs to be assigned as Rita Cownie and Jo Deal have resigned from performing this task. An email will be sent to members one month prior to sale, asking for 2 volunteers to do primary phoning. .

An email will be sent to all FOL members by Karla 2 weeks prior to the sales, soliciting volunteers for sales slots-“ We have slots open for volunteers to man the sale desks during our sale on 9/11-12. If you would like to help please call-----to schedule **your** best time.

A standby list is needed to cover absences, to be developed by primary callers.
4. **Secretary's Report**
  - A. May minutes approved with amendment to include list of attendees.  
Minutes approved with a motion by Karla Kay, and seconded by Lori Martin. Board agreed to motion and second.
  - B. Thank you note received from Phoenix Union HS Alumni Association for receipt of yearbook forwarded to them by Karla.

- C. Books for Babies Program: Jo Patterson gave us a breakdown of costs for each packet. She reported that the packets are not being handed out at the hospital in an appropriate manner. The Board must decide whether to continue this program.

**5. Treasurer's Report**

- A. Karla presented documents showing the financial status of the FOL
- B. The May book sale was the best May sale ever. Overall, the book sale was the 7<sup>th</sup> best in the FOL's history.

**6. Membership Report**

As Julia Selleck was not present, Karla presented documents on current status of membership. Our annual goal should be met.

**7. Librarian's Report**

Bev Clouse said that the *Dollar General Store* may be interested in being a benefactor to FOL.

The Circulation Desk has been relocated and is working very efficiently.

New shelving has been installed in the library.

**8. Committee Reports**

Website: Chair not present

Building Fund: Unchaired

Corporate/Business: Unchaired

Publicity: Lyndal Byram had 2 ads for the May book sale placed in the Daily Miner and 2 in the Standard. She also arranged several spots on the radio to advertise the book sale.

Barbara Jones handed out flyers.

**9. Library Advisory Council Report**

No report at this meeting.

**10. Additional Items**

The next Board of Directors meeting will take place on Tuesday, July 14, 2009 at 9:00 A.M. in the Conference Room. The meeting has been temporarily changed from the date and time set by the by-laws. Motion by Karla Kay, seconded by Janice Westfall. Board agreed to motion and second.

Karla will send an email to all members advising of date and time.

To be discussed at next meeting:

Books for Babies

Deadlines for next Newsletter, the first being 8/15—before our next meeting: articles to Jo

Meeting was adjourned at 5:11 P.M.

Respectfully submitted by Janice Westfall.