

Friends of the Mohave County Library-Kingman
Monthly Board Meeting
Tuesday, July 14, 2009
Mohave County Library-Kingman Conference Room

1. The meeting was called to order by President Lori Chambers at 9:06 am. Present at the meeting: Lori Chambers, Karla Kay, Janice Westfall, Jane Havern, Bev Clouse and JoAnn Patterson

2. a. President Lori Chambers began the meeting with a discussion and review of the Books for Babies program. Jo Patterson reported that she had contacted the Kingman Daily Miner and spoken with Maryam, (**Marion Burnett ?**) who is in charge of the paper's birth announcements. She informed Jo that not all births were listed in the paper and recommended contacting Sylvia, who is in charge of birth records at Kingman Regional Medical Center. Jo learned from Sylvia that since January 2009 through June 30th, there have been 320 births. The board has placed approximately 138 Books for Babies packets and there were 66 packets left on June 19th. It was obvious that the packets are not handed out as requested. The Neonatal Department's director Susan Trumball has not contacted us for any additional packets.

There was a general agreement that the program is not working and that the board can only make so many requests to Director Susan Trumball to pass out the packets. Everyone agreed that the major reason the packets are not passed out, is due to their storage in a different location from the other free packets new mothers receive when they leave the hospital. After many ideas and suggestions, the board decided to cancel the program at the hospital and find a different way to reach the new parents. Everyone agreed with the idea of approaching the Mohave County Health Department and the Pediatricians offices and ask if they would hand out certificates, redeemable for the packets at the library. The advantage to this would be to reach the babies and parents at a later time (after they are settled back in their homes) and encourage them to read to their babies and use the library. The FOL would be able to monitor whether the program is successful in reaching the new parents, by counting the number of certificates that are actually redeemed at the library.

Jo was assigned to creating a simple certificate, about 4x5 and Lori will contact Susan at the Neonatal department and advise her that we would be pulling the remaining packets and ending our program there. Jo will also look up all the addresses for the pediatrician's offices and county health department. This will be presented at the next board meeting for review.

- b. Lori reminded everyone that the Bunco game that everyone wanted to learn prior to deciding on using it for a fund raiser, will be at her house on Thursday July 16th at 6:00 pm. Lori's regular Bunco group will assist in showing us how the game is

played. Lori gave everyone her address and directions to her home. Bev will discuss with Robert Shupe, Library Director, about using the library for the Bunco fund raiser. Bev will let Robert know that the Kingman Cancer Society, which holds the Cancer Fair every November, held a Bunco fund raiser in town and that it was very successful.

3. a. Janice Westfall presented the June 17, 2009 minutes for approval. Jo advised everyone all motions and seconds had to be recorded because the FOL minutes are a legal document required by law for a nonprofit corporation. Jo Patterson made a motion to accept the minutes as corrected and Karla Kay second, all approved.
 - b. Jo was instructed to call Jane Havern and Lyndal Byram and remind them of the FOL board meetings in the future, as they do not have computer access. Janice reminds everyone else via their e-mails.
 - c. There was a discussion about the time of the Board meeting and a request to try 9:30 am on Tuesdays rather than 9:00. The library opens at 9:00 am and there is no time for the members to get in, get settled and begin the meeting on time. All agreed that they would try on a temporary basis to change the meeting to the 3rd Tuesday of the month at 9:30 am. If that works well for everyone, then the official meeting time will be changed in the by-laws and the information posted in the newspaper by Karla to make it permanent. The board has tried many different meeting times. Due to distances members have to drive, the weather and the time conflicting with other events, the board has been trying to find a time that does not cause conflict and is convenient for the majority of members.
4. Skipped, no item on Agenda
 5. a. Karla presented the Treasurers report for Julia Selleck. Karla asked to put an additional \$5,000.00 into a short term CD since the money is not needed right away. Bev brought up that banks paid a better interest rate when there is more money in the CD. After board discussion, Karla was asked to investigate the CD rates for different deposits at different banks. If a bank offers better rates for 10 thousand and if the board decides to go that route, then it was agreed that a 5 thousand CD currently invested, would not be renewed when it matured, in order to keep the cash flow available for library use. Karla was asked to poll the Board, once she obtained the information for the CD. Jo Patterson made a motion to have Karla conduct a phone/email vote and then invest the CD per voting results. Lori Chambers second the motion and all agreed. Karla was asked to investigate if the new CD could be targeted for the building fund since there is nothing in that fund at this time.

- b. Karla was asked to contact Julia and find out when Julia would be able to resume her duties. Karla also reported that the nonprofit corporate license has been renewed and the paperwork for the Kingman City Grant funds has been started.
- c. There is still no lock on the FOL file cabinet and there was discussion again on this issue. Lori offered to bring in an outdated realtor's lock box, which would hold the key to the file cabinet, rather than buy a new lock. Everyone agreed to this, as the FOL financial documents cannot be placed into the file until it can be locked. All FOL Board members will have to memorize the combination.
6. a. There was no membership report. Karla explained that Julia's computer is down and she was unable access this information. Karla will check and find out how Julia is doing and if she is well enough to resume her duties.
7. a. Bev Clouse, Kingman Librarian reported that the check out desks, computers and other changes to the library are nearly completed. She requested the FOL purchase new shelving for periodicals in the amount of \$2133.16. The company requires 50% down and the remainder on delivery. The Board had previously approved a Furniture fund and Karla will write a check for the shelves.
- b. Bev asked about purchasing stanchions to guide the customers to the checkout desk. There have been problems in the past with customers getting ahead of others and multiple lines. Bev is going to check with local banks to see if they will donate some stanchions but, if they cannot or can only offer a few, then asked if the FOL would purchase them. The board stated that they would if Bev cannot obtain donations.
- c. There have been complaints that books with the "Discarded" and crossed out labels do not sell as well or are mixed in with other donations at the book sales. Bev and Jo explained that Mohave County Library District has a policy that all labels and stamps that identify the materials as former MCLD property must be crossed out or removed prior to the item's discard and donation to the FOL. There have been problems in the past where items that were not sold (example: Books in Print volumes) have been thrown out and some dumpster diver takes them out and accuses the library of wasting tax payer money. Then it makes front page news in the Miner.
- d. Bev reported the youth and adult programs are going well. There were 129 attendees to the Youth Services program that presented a Magician.
8. a. As an FYI, Karla informed the Board that she uses her personal credit card to place special book purchases for the library's FOL fund purchases. Not all books

for the Kingman collection are available through the FOL's regular Ingram account. Karla submits her bill along with the book and is reimbursed by the FOL fund. She is very careful to maintain a paper trail documentation of this. Ever since Mohave County decided to no longer furnish staff with credit cards, some staff at the library that are responsible for programs have had to do the same.

- b. Jane reported that Jo Deal and Rita Cownie have resigned from calling the volunteers and scheduling for the book sale. Lori called for a meeting to discuss and plan changes on how to handle future book sales and a better way to contact people. She wants to have a procedure established so that volunteers know what they are doing, when they are scheduled and whom to contact if they cannot make it. Lori set July 28th at 9:30 am in the Conference Room. Jane, Lori and Karla will contact other members and Jo will take notes to prepare a guideline.
 - c. Building Fund: A question arose as to whether we may designate unspent funds every year from our Budget as "Building Fund" amounts. Karla will investigate what is needed to create/maintain a "Building Fund" by law - either State corporate, Board action and report at next meeting.
9. There was no Advisory Committee report.
10. a. Jo requested an agenda item for the August meeting to discuss planning for November's annual meeting. She has some ideas for a different format for the annual meeting, in an effort to encourage more members to attend.
- b. The next meeting will be Tuesday August 18, 9:30 am in the Conference Room.

The meeting was adjourned at 11:05 am.

Respectfully submitted,
JoAnn Patterson