

Friends of the Mohave County Library-Kingman
Monthly Board Meeting
Tuesday, August 18, 2009
Mohave County Library-Kingman Conference Room

1. The meeting was called to order by President Lori Chambers at 9:35 a.m. Present at the meeting: Janice Westfall, Karla Kay, Lori Chambers, Lyndal Byram, Jane Havern, Beverly Clouse and JoAnn Patterson.

2. a. President Lori Chambers began the meeting with the proposed use of Bunco as a fund raiser for the F.O.L. Jo, Janice and Jane attended a Bunco party at Lori's house on Thursday evening, July 16, 2009. The purpose was to learn how the game is played and to evaluate its potential as a fundraiser. Jo stated that she believed that the enthusiasm displayed by the regular Bunco players indicated that it would be a very good fundraiser. Janice and Jane agreed. Beverly Clouse reported Library Director Robert Shupe has approved the use of the Kingman Program room for a Bunco fund raiser. JoAnn Patterson made a motion to form a Bunco Fund raising committee and Lyndal Byram seconded. All agreed. Committee members will be selected at a later date to organize the fund raiser. Currently the FOL is busy with the September Book Sale and the Annual Meeting for November.

- b. Lori reminded everyone that the newsletter mailing workshop will be Tuesday, September 1 at 9 a.m. She will contact the volunteers from the last mailing workshop to work again.

- c. Jo presented the draft copies of the Books for Babies gift certificates. The Board requested some modifications and additions to the certificate to include room for the redeemer's signature and a space for noting where the certificates were obtained. She was also asked to include a disclaimer that the program was subject to availability and the F.O.L reserved the right to discontinue the program at any time. Jo will email copies of the new design to everyone and will mail copies to those without email. Jo also presented a copy of a sample letter to send to the pediatrician's offices and health department. After some discussion and editing, Jo will send the new letters out for review along with the certificates. Lori will contact Susan Trumball of the KRM's Neonatal ward to discuss this new procedure. Once everything is organized, the library's front desk will accept the gift certificates and hand out the Books for Babies packets. Bev will collect the redeemed certificates and give them to Jo at each monthly board meeting. Jo will compile statistics for the program, listing the number of certificates placed at each location, the numbers redeemed and which medical location gave them out. She will present the statistics as soon as they are available at the monthly board meetings for the purpose of evaluating the success or failure of the program.

3.
 - a. Jo presented the minutes for July 14, 2009 for approval. There were no corrections or discussion. Karla Kay motioned to accept the minutes as presented and Lori Chambers seconded. All agreed.
 - b. Jo reported that she had contacted the Mohave County Fair's Commercial Booth Director, Lori Cameron. Jo explained we are a nonprofit group and requested a free booth or a discount for the F.O.L's membership drive. We were denied. Lori reported the good news that a friend will be happy to pass out membership forms at her booth during the fair.
 - c. A Thank You card received from the Kingman Library's Youth Services Division was shared, by Janice, with the Board. It was a lovely handmade card with photos of the winners of the 2 bicycles used as prizes during the Summer Reading Program. The F.O.L contributed the money for the purchase of the 2 bikes.
4.
 - a. Karla presented the Treasurer's report for Julia Selleck. The book sale carts in the library are doing very well with a profit of \$493.00 in July. The VHS tapes that were discarded from the library's collection sold quickly and Karla asked for any additional VHS tapes as donations or if other libraries within the district did not want theirs, to please send them to us.
There have been fantastic responses to the "Shouts from the Sorting Shed" emails that Karla sends out.
Karla gave Bev the \$2,133.00 check for the bookshelves Bev ordered. Bev is waiting for shipping information and delivery date and has been in contact with the company. She will let Karla know when the shelves arrive.
Karla reported that she checked about the rules governing allocations of funds for nonprofits. She explained that other than a corporate endowment or a grant, she could find no rules that would prevent the Board from allocating to a building fund, even when the monies were not originally designated for that purpose.
The City Grant Money for the fiscal year 2009/2010 have been received and deposited into the account.
Karla reminded everyone that the name on the bank accounts still have the old name of "Friends of the Kingman Library" on them and they need to be changed to the correct name of "Friends of the Mohave County Library-Kingman". The change would require new signature cards. After a brief discussion, the board agreed that since Treasurer Julia Selleck is unable to resume her duties at this time, it would be best to wait until she is well and/or decides if she wishes to run again for reelection in November as Treasurer for 2010.
Karla will be changing the name of the Bank for our investment CD's on the Treasurers report for Julia. Downey Savings is now US Bank.

5. a. Karla presented the Membership report. New memberships and renewals have trickled down a bit as the F.O.L. moves into the fall and winter. The renewal requests will be sent out in the December newsletter and Jo was asked to put a reminder in the September newsletter. Currently the memberships are behind the previous years and this may be due to the state of the economy.

6. a. Bev Clouse, Kingman Librarian reported on the library's new website. Each main library in the district will have a website. She and Kristi Turman will be responsible for keeping the information current. It will contain a calendar, showing future programs and other items of interest to the public. In the past, the district had one website that covered all the libraries.
Bev was very happy to report that the district libraries all received a major increase in their book budgets for the 2009/2010 fiscal year. This is a onetime increase that doubled her budget. She plans to replace battered and worn fiction titles and to complete missing fiction series. This is good news for the F.O.L. as that will mean more used books for the books sale. Bev will also be increasing the Landmark Books on CD, both in full and abridged formats.
Karla gave Bev the company name of the new stanchions at Chase Bank. Chase did not have any to donate to the library, so Bev will check into pricing for the stanchions.
Bev reminded the Board that whenever she is not in the library and we need information or anything urgent, we can contact either Kristi Turman or Evelyn Robinson. Both are LA Seniors and are the supervisors in her absence.

Committee Reports (No agenda number assigned)

Book Sales: a. Jane reminded everyone that the book sale is scheduled for September 10, 11, 12. Jane reported that Sharon Schwartzlose has filled all but 4 volunteer slots for the sale. Karla reported that 12 replies were received from the volunteer form she and Julia emailed to the membership. Jane and Lori will be conducting the book sale training session on September 8 at 1:30 pm in the library's program room. Karla gave Jane a copy of the Training manual to use for the training. Jo will send any updates to the manual and will send the full manual to Karla. Lori requested that Julia post the manual on the F.O.L. website.

Newsletter: a. Jo reported that everyone has submitted their reports for the newsletter and she will have it ready to turn in to H&H Printers on Monday August 24th. Karla will pay for and pick up the newsletters when H&H informs her they are ready. Jo asked Karla to please pick up the newsletter CD, as she reuses it.

Website: a. Karla reported the website has received more hits for the past month than ever before. Bev reported that the library's website was down for a while and this may have contributed to the increase in traffic to the F.O.L. website.

Building Fund:a. The Board discussed allocating funds to the Building Fund and after some discussion decided to allocate one of the \$5,000.00 CD's into the fund. JoAnn Patterson made the motion to allocate one of the \$5,000.00 CD's into the Building Fund and Lori Chambers seconded the motion. All agreed. There followed discussion on other ways to raise money for the fund and all agreed the Bunco fundraisers should be designated as "Bunco for Buildings".

Corporate/Business: No report

Publicity: a. Lyndal reported that she will do another article for the newspaper (Kingman Daily Miner) to advertise the September book sale. Karla will be making up the flyers for Lyndal and others to pass out to the various locations.

7. a. Library Advisory Council Report: There was no report but after some discussion, Jo agreed that she would be interested in representing the Board at the Advisory meetings since Lori and other board members cannot attend. Karla reported that Jo had to be appointed by the Board of Supervisors to represent the Board. Bev will check on this requirement with the Library District Administration. Lori will ask Kathy Cook to send all future Advisory Council packets to Jo. Since Jo writes the minutes to the F.O.L meetings, she will submit future Advisory Council reports with a copy going to the President for review prior to submission.

8. Additional Items:

a. Discussion on November Annual Meeting

Jo Patterson brought up the concern she has about the lack of participation and attendance in the November Annual Meetings. The past two meetings have not been well attended and Jo proposed the need to address the following possible causes.

1. Do we need to change date and time?
2. Do we need to change the location to something other than a restaurant, perhaps a potluck lunch or an afternoon tea in the library's program room?
3. Do we need to send out formal invitations requiring an RSVP if we use a location that has restricted occupancy?
4. Should we begin to recognize our volunteers with certificates of appreciation, gifts, some sort of acknowledgement of their work?
5. Should we stop doing the raffle and limit the number of gifts we pass out?
6. Should we exclude board members from receiving gifts/certificates?
7. Should we invite a guest speaker?

All agreed that something needs be done to increase participation and the best way would be to form a committee to address all the above. It was agreed that the formation of the committee would be placed on the September 15th agenda, and the committee will meet after that.

b. The next meeting is September 15th, 2009 at 9:30 am in the Kingman Library Conference Room.

The meeting was adjourned at 11:30 am.

Respectfully submitted,

JoAnn Patterson
Co-Secretary