

Friends of the Mohave County Library-Kingman
Monthly Board Meeting
Tuesday, September 15, 2009
Mohave County Library-Kingman Conference Room

1. The meeting was called to order by President Lori Chambers at 9:30 am. Present at the meeting: Lori Chambers, Karla Kay, Jane Havern, Ron Bowen, Roxy Alatorre and JoAnn Patterson.

2. President Lori Chambers asked about the September Book Sale. Karla reported that volunteers were accepting checks that were not written correctly, which results in losses for the FOL. Karla reported the banks cash the checks in the amount reflected by the written amount, not the numerical amount. Some check writers write the full amount numerically, but fail to add the cents amount to the written part of the check. Karla presented 3 checks that shorted the amount of purchase by .50 each. After some discussion everyone agreed that this is just a matter of additional "cashier" training for the volunteers and Jo was asked to write a brief training section on what to look for on a check prior to accepting it. Jo was also told to send any updates or new procedures to volunteers who had attended the book sale training in this past year. Jo will get the list of training attendees for the year. There is no need to ask the volunteers to attend another training session.

Ron addressed some concerns customers had expressed while he was working at the book sale that might be a factor in the drop of sales. He pointed out that the economy was not very good at this time, but that customers had complained that there were not enough new stock, new selections to choose from. He shared his own personal story that he was unaware that the FOL accepted donations of used books until he attended his first book sale. He suggested that the board needs more publicity to the general public, not just the members and the FOL should have a book donation bin in the library and maybe in some businesses around town. It was pointed out that we might be able to ask the Miner for some publicity, now that they are a corporate sponsor. The Board agreed that the lack of publicity was a major hindrance towards the success of the FOL. Ron expressed his willingness to assist with ways to improve donations and increase publicity.

There was also clarification about new memberships submitted late in the year, such as in September. Those who join in September or later would have their membership carried through the following year. This would move their renewal date to the beginning of the year. Current members, who do not renew until late in the year, will still have to renew their memberships in December, as FOL memberships run the calendar year.

There was a request to allow a committee member a key to the storage shed so they could leave materials, etc for other committee members. This was denied by the Board, as there are other ways to leave items for each other, such as at the circulation desk, in the "FOL in file" at the library in the workroom. The Board has established strict rules about all FOL access keys for not only the Board members, but other FOL members and library staff. If access to the shed, the file cabinet or the cash box is necessary, Library Senior Kristi has the extra set.

3. Co-Secretary JoAnn Patterson presented the August 18, 2009 minutes. There was one correction, under 4a, second paragraph. Karla advised that she had given a check in the full amount of \$2,133.00 to Bev for the entire cost of the new book shelves. Karla Kay motioned to accept the minutes as corrected. Lori Chambers second and all approved.

Jo presented the final draft of the Books for Babies gift certificate and copy of letter to doctor's offices. Jo was instructed to print out about 100 certificates and monitor them during a trial period, prior to having the certificates professionally printed. She also advised everyone that she had been called by Carol Turney, the previous Books for Babies Coordinator, offering to volunteer her services in putting together the book packets. Jo explained the changes in the program and the reasons for the decision to change. Jo also received a call from Mary Kay, a nurse in the Perinatal department at KRMC, requesting more packets. She explained the change in the program and asked Mary Kay if there would be room in the nursery's storage cabinet for the certificates and asked if the nurses would pass them out. Mary Kay stated there is room for the certificates and that they would be passed out since they would be right next to the other gift packets from the corporations. Jo asked Roxy to request Bev order more board books and Jo will order plastic bags and cover sheets. Jo will also make an appointment with Susan, the Director of the Perinatal unit and explain the changes.

4. The planning for the member's annual meeting was discussed. Members of the Board were very concerned about the lack of member participation in the November annual meetings and had submitted some different ideas to encourage more participation. An Annual Meeting Committee will be formed with Jo Patterson as the committee chairperson. Jo will set the agenda, Lori will write an e-mail inviting members to be part of the committee and Karla will send it out. Jo made a motion to have the first meeting of the Annual Meeting Committee on Tuesday, September 22, 2009 at 9:30 am in the library's conference room. Karla seconds the motion and all approved.
5. The Board discussed the need to address some of the articles in the By-laws, as procedures, duties and dates have changed. Since there is a major cost to changing the by-laws, everyone agreed that there needs to be a review of the entire document and do any changes at the same time. Some of the concerns are about the designated monthly meeting date, the different committees, board member's duties, updating the member's and corporate sponsorship dues and the membership coverage when dues are not paid. The Board will set a workshop date to review the by-laws after the November annual meeting.
6. Jo Patterson attended the Mohave County Library District's Citizens Advisory Committee Meeting on August 24th in the Kingman library's program room. She reported the main topic of the meeting was Director Robert Shupe's concern about Resolution #20. This resolution was presented by the League of Cities and Towns of which the City of Kingman is a member. Director Shupe reported he had spoken with Mayor Salem, who was surprised that Kingman was included in the resolution. (Jo had e-mailed Janet Watson, who was also surprised by the resolution and would be checking into Kingman's involvement.) Director Shupe informed the Advisory Council and members of the audience that anyone could attend the September

meeting of the Resolution Committee and could speak to any proposal prior to the committee's decision to go forward with a proposal. Jo reported that she had e-mailed Janet prior to the FOL board meeting and asked if there was any news concerning Resolution #20. Janet had not responded by the time of the meeting.

7. The need to have the Friends financial books audited was discussed. The laws regulating non profits stipulate the books must be audited once a year and the by-laws stipulate books must also be audited when a new treasurer is elected. Karla reported the books have not been audited in 3 years. After much discussion as to when and by whom, the board decided the best time to have an audit will be January of 2010, after the new or reelected treasurer is in office. JoAnn Patterson motioned to ask Yvonne Reil, based on Yvonne's qualifications as a former accountant, her auditing experience and a member of the FOL, to audit the 2007, 2008 and 2009 Friends of the Mohave County Library District-Kingman's financial books in January 2010. Karla Kay second and all agreed. The Board agreed that a stipend of \$100.00 would be offered. Lori Chambers will contact Yvonne Reil with the Board's request and offer.
8. Karla Kay presented the Treasurers report for Julia Selleck. The September Book Sale made a total of \$3,403.30. The August cart sales made \$523.00. Karla presented a chart indicating the sales results of each book sale since 2004 and expressed a concern that since the Board decided to eliminate the book sale coupons for the general public, the sales have gone down in the last two sales compared to the previous years. The Board had decided the book sale coupons are one of the perks of FOL membership. Ron Bowen stated that it was too early to tell if that was a deciding factor. Until there are a few more sales, to run a comparison, we won't know for sure.

Karla presented the September membership report. She asked about the by-laws requirement to carry a member for 3 additional years past the year they last paid their dues. Board agreed this should be addressed during the review of the by-laws. Karla advised the Board that the web page for the FOL contains a new calendar, where the planned activities and meetings of the FOL will be displayed.

Jane Havern reported on her first Book Sale as the Chairperson of the Book Sale Committee. Jane stated that she will need more trucks volunteered during the book sale setup and break down. She was caught with only her personal truck for the break down and had difficulty overseeing everything while having to drive between the program room and the Friend's storage shed. She also reported she needed more "floaters" during the sale. She will request that 3 people should be scheduled for each volunteer block at each location for the future sales. Currently only 2 volunteers are scheduled per block of time.

Jane's report brought to the front the need for more volunteers and a membership drive. Ron suggested creating a less expensive information sheet about membership to pass out to customers at the book sale. He reported the printed tri-fold membership applications cost .15 each and often the customers just wanted some information about the FOL before making a decision to join.

Ron also commented that volunteers needed to check membership status to make sure buyers were current on their dues before their purchase during the "Member's only" part of

the book sale. Ron also suggested having a "crib" sheet with some of the guidelines written down for immediate reference for the volunteers. Lori asked Karla to run a list of names of members who are current on their dues for the volunteers to check, at the next member's sale. Only the member's names will be on the list. All other personal information will be deleted. Jo was directed by the Board to create a "Membership Page" for the training manual with a copy of the membership card as a sample. Jo will also work on a sample "crib" sheet.

Roxy Alatorre gave the Librarians Report for Bev Clouse. Roxy reported that all the shelving the FOL had financed was delivered and in the process of being assembled. She invited everyone to see where the shelves will be located and see what they look like.

The meeting was adjourned at 11:45 am.

Respectfully submitted,

JoAnn Patterson
Co-Secretary