

Friends of the Mohave County Library-Kingman
Monthly Board Meeting
Monday, October 19, 2009
Library Conference Room

1. The meeting was called to order by President Lori Chambers at 9:45 am. Present at the meeting: Lori Chambers, Beverly Clouse, Janice Westfall, Karla Kay, Patti Whiting, Ron Bowen, Sue West, Lyndal Byram and JoAnn Patterson.

2. A. Fundraiser Proposal. Lori circulated a sample calendar from the "Kids Need to Read" organization as a possible fund raiser for the FOL. After discussion, the Board agreed that the cost of the calendar to the FOL, at \$7.00 and a sale price of \$12.99, would make the calendar too expensive to purchase for most of our members and the community. This is especially true due the severe economic times the community is experiencing. Although all agreed the calendar was a lovely concept, it would not work as a fund raiser at this time.

B. The Nominating Committee to select candidates for the 2010 FOL Board will meet on Tuesday, October 27, 2009 at 1:00 pm in the library's program room. Lori will personally call all members who indicated on their membership forms of their interest in serving on the Board. Lori will also email Karla with a copy of the meeting notice of date and time to be emailed to the membership. Jo will write the job descriptions of each Board position, using the information from the FOL by-laws. Julia Selleck, Treasurer and Lyndal Byram, 2nd Vice President have stated they will not run for re-election.
Lori asked that anyone interested in joining the Nominating Committee, please come to the meeting.

C. The FOL budget for 2010 was discussed. All agreed with Karla that the previous year's budget worked well and the Board and members agreed that since there were no drastic changes, Lori, Karla and Bev would meet via e-mail to discuss and set the proposed budget. Jo will attempt to estimate the cost of the Books for Babies program and make sure the \$1500.00 amount from the 2009 budget will be sufficient. The 2010 Budget will be presented for membership approval at the "2009 Friends of the Library Annual Meeting and Volunteer Recognition" on November 12.

D. Jo was instructed to prepare the annual meeting agenda, with time lines, using Lori's input.

3. A. Jo presented the minutes of Tuesday, September 15th, 2009 Board Meeting. Karla Kay motioned to accept and Janice Westfall seconds.

B. Jo presented the minutes of Tuesday, September 22nd, 2009 Annual Membership Committee Meeting. It was agreed that there was no need for official approval, as it was a committee meeting.

C. Janice reported there was no correspondence to present or discuss.

4. A. Karla presented the Treasurers Report for Julia Selleck. She reported that the FOL's net worth has increased. The total revenues for the FOL, January through September are \$30,496.00 and the total expenditures from January through September are \$17,843.00. September's cart sales were \$440.00.
5. A. Karla reported that the FOL is at 92% of reaching the goal for renewing memberships for 2009. She also reported that we are failing in our goals to attract new members. The goal was to sign up 100 new members for the current year, but only 58 new members have joined. After some discussion, all agreed that membership drives would be a major focus for 2010 and that we would carry over the same goals from 2009 into 2010.

Karla received e-mails asking if volunteers had to be FOL members. Lori advised that only FOL members can be FOL volunteers. If people want to volunteer, but not join the FOL, then they will have to contact Bev and apply to be a library volunteer.

Karla reported there is no website information available at this time. Since she has had Board member requests, Karla will send out a set of instructions to the Board on how to access e-mail addresses off the FOL website. She reminded the Board that this information is confidential to Board members only.

6. A. Bev Clouse, Kingman Librarian reported that all the new periodical shelving has been installed and is in use. She is recycling some of the old furnishings for other uses. Bev has placed a circular magazine holder in the lobby to hold information for the public. Karla reported she has placed FOL Membership application forms in the holder. Bev reported the library has a new DVD self check machine. She said she is hoping this will curtail the amount of thefts they experience with DVD's. She is still shifting and rearranging materials.
7. A. Jo Patterson, chairperson of the Annual Membership Meeting Committee reported on the meeting of September 22nd. She reiterated the information in the meeting minutes, but added that not all issues have been addressed. First, the Committee did not fully discuss the criteria for selecting the Volunteer of the Year. Since this is the first time, should she only count hours from January of this year or go back to 2008? The method would influence the selection. After much

discussion, the Board decided to go back to 2008 and add an additional Volunteer of the Year award. There are 2 members who are very close to the same hours. Patti Whiting was asked to solicit another donation, bringing the special award gifts up to 5.

Second, Jo wanted to know what refreshments the Board and committee members were donating for the annual meeting. Lori and Janice will set up the program room and tables for the refreshments.

Lori: Something to eat, plus coffee, creamer and sugar.

Janice and Ron: Finger sandwiches.

Patti: Fruit tray

Lyndal: Pecan Muffins

Bev: Cookie bars

Jo: Vegetable tray, dip, Tea, Teapot, stevia and Splenda.

Karla: Coordinate all the paper cups, paper plates, napkins and eating utensils.

Jo reported that she does not have the time or a typewriter to type the individual volunteer names on the volunteer certificates. She asked if the Board would consider having the printing done directly by Paper Direct (an online paper company) where the blank certificates will be purchased. They provide the service for approximately \$135.00 for 150 names (this includes the cost of the paper). Sue West, a new member volunteered to do the work as she is familiar with using a computer program to collate different names to print on different sheets. Jo is ordering the certificates this week and will contact Sue the week of October 26, to deliver the certificates to her. Thank you, Thank you Sue!

Janice and Lori will get together on Friday October 30th in Lori's office to make up the script for the postcard invitations and have them printed. Karla will run the address labels for them and will also do a mass e-mail of the invitation to the members.

Lori set Thursday, November 5th at 9:30 am for a meeting of the Board and Annual Membership Committee members to finalize plans for the annual meeting and to prepare the membership packets. Everyone will be asked to give a progress report. Sue will bring the finished certificates to the meeting.

B. Jo reported that she has been trying to reach Susan Trybull, the Director of the Perinatal Unit, at KRMHC. Susan was out for a while and still has not returned Jo's calls. Jo also reported that the 4 drawer file cabinet will not hold all the Books for Babies supplies, since she has purchased the bags, and decorative paper in bulk to keep the costs down. The Board agreed that the

FOL needed to have a much larger, lockable cabinet to store the various items, if the Board policy to store all FOL materials at the library is to be followed. Bev was asked to look for and price out a larger cabinet. In the meantime, Jo will store the supplies in her home.

C. There was nothing to report about any special donations of books or materials by Karla. A question was posed about the advisability of Karla and other volunteers working on library premises when the library is closed. Bev will check into it and report back.

D. Since the Book Sale was last month, Lyndal did not have a publicity or corporate report. Lyndal did agree to continue to handle media publicity next year, even though she is not running for a Board position.

E. Jo reported that since she will be not be able to work on the Newsletter from November 19th through December 3rd, she needed to set an earlier timeline for submissions of reports, etc., since the Book Sale is scheduled for December 10, 11, and 12th. The President's report, the Librarian's report and the Treasurers report are based on the actions taken at the November 12th Annual Meeting. Therefore, those reports will be due to Jo no later than Friday November 13th by 5 pm. The library staff, the Book Sale chair must have their reports by November 10th. Jo will arrange to interview the special volunteer award winners for a newsletter article.

Jo will leave the completed Newsletter on CD and a printed .pdf copy for Karla in the top drawer of the FOL file at the library. Karla will drop them off to H&H for printing. Lori and Karla will set the date to mail them out.

8. A. Call to the public: There was no response.

9. A. The next Board meeting will be Thursday, November 12, 2009 at 2 pm in the Kingman Library Program Room. This is the "Friends of the Library Annual Meeting and Volunteer Recognition".

The meeting was adjourned at 11:35 am.

Respectfully submitted,
JoAnn Patterson
Co-Secretary.