

**Board Meeting - June13, 2006**  
**Friends of the Brandywine Hundred Library**

A Board meeting of the Friends of the Brandywine Hundred Library was held at the Brandywine Hundred Library on Tuesday, June 13, 2006. President Ceci McCormick called the meeting to order at 7:04pm. Mary Bowler volunteered to serve as timekeeper.

Board Members present were Ceci McCormick, Jack Yeatman, Eileen Lynch, Carol Einhorn, Marcia Dillon, Mary Bowler, Joyce Li, Joy Naquin and John Stevenson. Also in attendance were Library Manager Tom Weaver and Jim Conrad..

On the motion of Carol, seconded by Mary, the May minutes were approved as Emailed.

**Treasurer's Report**

Marcia reported that, due to an oversight, the CD's were automatically renewed, at an interest rate of less than 1 per cent. There are three \$5,000 CD's, each of which earned \$86 in interest during the original term. Marcia inquired about the penalties involved in order to transfer the CD's to a better interest rate. For a penalty of \$35.00, the CD's can be renewed as planned (\$10,000 at 4.5 per cent for 13 months and \$5,000 at 5 per cent for 11 months. Ceci agreed to take care of this by the end of the week.

Mary submitted a receipt for the expenses for the staff luncheon; the total was \$310.25. We are still awaiting receipts from Sandy for her expenses. Eileen stated that spending for all 2004 projects has been completed. Amounts approved and not yet spent are summarized in the report attached to these minutes.

**Fund Disbursements:**

Ceci requested E-mail authorization to pay up to \$750.00 to Henry Pautler for maintenance of the two landscaped areas in front of the library. The maintenance is to include weed control and planting of annuals during the 2006 growing season. Email approvals were as follows:

On 5/20/2006: Ceci McCormick, Sally Kantzes, Ruth Forman, Eileen Lynch, Jackie Harris, Jack Yeatman, Joyce Li, Joy Naquin

On 5/21/2006: Sandy Ebbott

On 5/22/2006: John Stevenson, Mary Bowler

The \$750.00 was approved by Email vote. Henry will submit a maintenance proposal in February/March of 2007.

The fee for renewal of the web site domain from 8/1/2006 to 7/31/2007 will be \$120.00. On motion of John, seconded by Carol, the Board approved \$120 for the web site.

Tom presented a request for funding of \$520.00 for new storage for the children's board books. The formal proposal is attached to these minutes. The project should be completed by the end of summer. Current storage is inadequate, and the books are displayed so poorly that patrons have difficulty searching for books. On motion of Carol, seconded by Marcia, the Board approved up to \$520 for new storage.

Tom also reported that there will be additional funding requests after the appropriate research has been done and the requests can be presented properly.

### **Library Managers Report.**

The Library is still seeing growth in circulation; year-to-date circulation is up by 32 per cent. Tom handed out a copy of the Library Manager's report, attached to these minutes. After fielding a few questions about the report from Friends' members, Tom reported briefly on the following:

- There has been a shortage of staff, due to illness and employees committed to other libraries. The Brandywine Hundred Library is still the busiest public library In Delaware.
- Tom and a library assistant will be attending training on how to handle difficult patrons. They will also conduct in-house training in the library in order to share what was learned.
- There have been complaints about the internet speed. There is an issue with bandwidth throughout the county. This is a real issue with providing service, since the staff also uses internet for ordering and other research. The problem is being worked on.

### **Updates:**

**Landscaping for front of library.** The Board members went outside in order to take a closer look at the landscaping in front of the building. Although the area is looking much better, due to the weed control and planting of annuals, there is still too much open space on the ends. Ceci will talk to Henry about what would help. Suggestions for improvement included periwinkle, tulips, daffodils and ever-blooming roses. Some plants have already been replaced. Jim would like to see the Board take a more personal interest in taking care of the landscaping. Ceci asked Jim to check into getting mulch delivered. Ceci will inform Henry of the plans and solicit his feedback.

**Proposed special event for Friends Members.** The plans are on hold until the fall.

### **Communications Committee.**

The next newsletter deadline will be **July 13**. This is one week earlier than previously planned. The additional time is necessary for Tomi to get all articles together and get the copy ready for the printer. Mary Bowler will be writing the "Dear Friends" letter for the next newsletter. The Committee is still looking for writers for the newsletter. The Friends' web site is now displaying a rotating gallery of library photos.

In the absence of further business, the meeting was adjourned at 8:21pm.

Respectfully submitted,  
Joy A. Naquin  
FBHL Secretary