

Board Meeting - September 12, 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, September 12, 2006. President Ceci McCormick called the meeting to order at 7:03pm. Joyce Li volunteered to serve as timekeeper.

Board Members present were Ceci McCormick, Joy Naquin, Kathy MacDonough, Jackie Harris, Joyce Li, Marcia Dillon, Eileen Lynch, Jack Yeatman, Ruth Forman and John Stevenson. Also in attendance were Library Manager Tom Weaver, Jim Conrad, and Kristie Moore.

Ceci opened the meeting with congratulations to Jackie Harris on being honored by the DLA for state-wide leadership in the League of Women Voters.

On the motion of Marcia seconded by Joyce, the June, 2006, minutes were approved with the following corrections:

- The penalty on the CD's was just under \$37.00.
- The board approved up to \$550 for the display case for children's board books.

Treasurer's Report

Eileen reported a total of \$58,202 in the Friends' accounts, as of July, 2006. A detailed report is submitted with these minutes.

[Eileen] mentioned that we are still being billed by PNC for credit card fees (\$24.50 per month). Kathy volunteered to contact the bank in order to have the fees reimbursed.

- The question about PNC bank charges was raised by Eileen, not Marcia. Since there was not a quorum of members in attendance, the approval of minutes was deferred until the next meeting.

Marcia mentioned that the by-laws only specify how checks are to be written. The by-laws do not state anything about what kind of receipts should be filed as evidence of expenses. Marcia would prefer that checks not be written unless there is a receipt for the expense being paid. Ceci agreed that no bills should be approved without a receipt and asked to speak with Marcia after the meeting to discuss how this can be handled.

Fund Disbursements:

Since the previous meeting, there was an Email request for funds in the amount of \$440, to provide prizes for the adult summer reading program. This request received Email approvals as follows:

On 7/18/2006: Ceci McCormick, Marcia Dillon, Mary Bowler, John Stevenson, Kathy MacDonough, Sandy Ebbott, Eileen Lynch, Jackie Harris, and Carol Einhorn

On 7/19/2006: Joyce Li,

On 7/20/2006: Sally Kantzes

The request was approved by Email and paid prior to the meeting.

Tom submitted a request for \$300 for four \$75 prizes for the children's Summer Reading Club. Tom explained that the prizes are larger because the county has recommended getting away from inexpensive trinkets as prizes for the reading program. The revised summer reading program, implemented at all county libraries, provides for all children who meet the minimum requirements to be entered into a grand prize drawing. There are four categories, based on age. The \$75 prize is a large basket containing books, stuffed toys and gift certificates. Tom reported that there were 618 children who completed the summer reading program. The number of hours read more than doubled from last year. On motion of Jackie, seconded by Jack, the \$300 for Summer Reading Club prizes was approved.

Annual Membership Drive Handover

After a number of years of devoted service to the Friends board, Ruth Forman finds it necessary to resign. Ruth has served as the chairperson of the annual membership drive for several years running and will be sorely missed. Ruth turned in the folder of documentation on how the membership drive is run. She reported that the main requirement is spending lots of time on the phone. It is also necessary to pick up the flowers and bread each day of the drive.

Ruth extends her sincere thanks to the Friends board for the opportunities and fellowship she has enjoyed as a board member. She also volunteered to continue mentoring potential shelf readers.

Nominating Committee

Ceci reported that there are eight board positions currently open. Two positions are for one year (replacements for resigning board members Ruth Forman and Sally Kantzes). There are also six 2-year positions which are up for re-election as part of the regular rotation.

Ceci has been in contact with two people who are interested in serving on the board. She therefore volunteered to serve on the nominating committee. Jack Yeatman also volunteered to serve on the committee and suggested that the newsletter include an article about serving on the board. Kathy MacDonough offered to assist the nominating committee; Kathy may have a contact at Brandywine High School that would result in a youth board member.

Chairpersons needed

There are two committees that require a new chairperson. The membership drive chairperson is not needed immediately, but must be decided in time to organize the next membership drive in April, 2007. The Communications Committee also requires a new chairperson to conduct meetings and to help manage the newsletter.

Library Managers Report.

See the attached report from Library Manager Tom Weaver for details. Tom also

reported that the opening of the Woodlawn library has been delayed. It is anticipated that the Woodlawn Library will be opening on November 10.

Proposed special event for Friends Members.

The communications committee suggested advertising the special event on the web site, to see how much interest there is in conducting an event for Friends members. John volunteered to draft an article and will ask Jack to review it before posting it on the web site.

Although it would be nice to sponsor an event for the Friends members to fraternize, there were concerns raised about the amount of money to be spent on such an event. Eileen stated that charity watchdogs recommend that at least 75-80 per cent of a non-profit's receipts should go to the group that they serve. Since most members join at the \$12 level, and since members get a premium for joining the Friends, we are already close to the limit that should be spent on members.

This item will be discussed further at future meetings, once we see what the response is on the web site.

Communications Committee.

Kathy MacDonough volunteered to author the next "Dear Friends" letter for the newsletter. Kathy reported that computer problems have caused her to lose the format of the brick locator file; she still has all the pertinent data, just needs to repopulate the file in order to restore the web site database. Once this update has been completed, the listing will be printed and set up for public access on the podium in the library.

Deadline for the next newsletter is September 17.

Updates:

Kathy MacDonough announced that a banner was put up to announce the deadline for submitting brick orders (September 15). Kathy will make every effort to include all brick orders received before the deadline.

Jim Conrad expressed thanks to the board members for the improvements made to the landscaping in front of the library. He also recommended that the landscaping be continued as an annual project. Jack suggested a public acknowledgement of landscape designer Henry Pautler. Kristie will look into including an article in the next newsletter. It was agreed that we should also acknowledge the Green Acres Garden Club, as they continue to maintain the landscaping of the children's garden.

Jackie suggested that we look for ways to spend down the Friends bank accounts; we are currently retaining over \$50,000. Tom stated that there will be funding opportunities in coming months. The library is in the process of weeding out materials; some materials will need to be updated or replaced. It is also possible that the Library Café may close and be converted to a library use. Tom prefers to hold the money until it is really needed, instead of using the money just to reduce the bank balance. Tom is fully aware of how much money we have and will request financial help when needed.

In the absence of further business, the meeting was adjourned at 8:30pm.

Respectfully submitted,
Joy A. Naquin
FBHL Secretary