

Board Meeting - January 9, 2007

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, January 9, 2007. President Ceci McCormick called the meeting to order at 7:08 pm. After introductions, John volunteered to serve as timekeeper.

Board Members present were Ceci McCormick, Mary Bowler, John Stevenson, Eileen Lynch, Evelyn DeJohn, Sharon Riddick, Joy Naquin, Kristie Moore, Joyce Li, and Lois Myoda, along with Library Manager Tom Weaver.

On motion of John, seconded by Joyce, the minutes for December, 2006, were approved as Emailed.

Treasurer's Report

There was no monthly treasurer's report. Eileen distributed copies of the proposed 2007 budget. Proposed expenses for the membership drive are a little reduced from last year, since we still have tote bags. A copy of the 2007 preliminary budget is submitted with these minutes.

Friends information bags for new library patrons

Kristie proposed having the Friends volunteers create "goodie" bags for new library patrons who are taking out a library card. The bag could include the Friends brochure, refrigerator magnet, and newsletter, along with the materials that the Library is already giving out. This could be a new volunteer opportunity, as well as a way to promote knowledge of and interest in the Friends.

Tom has a catalog for suppliers for the kind of bag that could be used. The supplier of refrigerator magnets also prints bags. Kristie and Sharon will look further into what can be done and report back at the next meeting.

Updates

Communications Committee

Kristie presented a draft of the 2007 newsletter deadlines. She mentioned that we may not publish the July issue this year, since it is difficult to get copy. Kristie welcomes any ideas for newsletter articles.

John reported that the web site has been updated. The brick database is not yet complete; the screen displays a message to this effect. The message will be removed once the database is complete.

Volunteers

Sharon will be contacting volunteers about interests, ideas, and availability. The library is concerned about using staff time to train volunteers. Volunteers are carefully screened, in order to make the best use of staff time and resources. If volunteers could fulfill the training function, the Library could make more use of volunteer support.

Annual Membership Drive

National Library Week will be from April 15-21, 2007. We have an ample supply of refrigerator magnets. There are still 183 tote bags left from last year's order of 300, so there should be plenty of tote bags. In the unlikely event that we run out of tote bags, we still have Concord Pike tote bags that could be used.

Evelyn has been in touch with Ruth Forman about processes and planning for the membership drive. We still need a co-chair, since Evelyn is unavailable on the mornings of Monday through Thursday.

Mary will update the sign about Friends' donations. It would be a good idea to update this information on the web site, also.

Ceci will take the banners down in the hopes that people will take notice when the banners are restored at the time of the membership drive.

Library Managers Report

Tom mentioned that the Library is facing staffing problems. Many people have been out due to illness. Staffing has been a real challenge. Tom briefly reviewed a few highlights of the manager's report, and answered questions. A copy of the manager's report is submitted with these minutes.

Tom presented an estimate on the cost of new shelving. It is not a complete breakdown of the shelving needs in the various areas. The Library may decide to add a complete row of audio-video shelving on the first floor, as well as a unit of shelving on the wall near the balcony. The original estimate was \$25,000, inflated due to customized shelves that are not really needed. Tom asked the supplier to provide a quote on stock shelving. The new estimate is \$19,000-\$20,000. On motion of Sharon, seconded by Mary, the Board agreed to approve up to \$20,000 for new shelving.

In the absence of further business, the meeting was adjourned at 8:03 pm.

Respectfully submitted,
Joy A. Naquin
FBHL Secretary