

Board Meeting - February 20, 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, February 20, 2007. President Ceci McCormick called the meeting to order at 7:00 pm. After introductions, John volunteered to serve as timekeeper.

Board Members present were Ceci McCormick, Joy Naquin, John Stevenson, Marcia Dillon, Lois Myoda, Ann Hitchcock, and Sharon Riddick, along with Library Manager Tom Weaver.

On motion of Marcia, seconded by Sharon, the January, 2007, minutes were approved.

Treasurer's Report and approval of the 2007 budget

Eileen Emailed the 2007 budget to all members. There were no questions or comments. On motion of Marcia, seconded by Lois, the budget was approved. A copy of the budget is submitted with these minutes.

Marcia asked if we could mention in the newsletter that donations should be made to the Friends, in order to make sure the money goes to the library. Checks made out to BHL go into county funds, and may not be used as the donor intended. Marcia also said she would not be in town for the membership drive. Someone is needed to make deposits each day. Ceci volunteered to take care of deposits during the membership drive.

Request for funds

There is a request to authorize \$1200 to Henry Pautler for maintenance of landscaping: \$100 per month for March to November, with \$300 for additional planting. On motion of John, seconded by Marcia, the funds were approved.

Updates

2006 Audit

There is support for continuing with audits. Eileen feels that we should spend around \$900 for an audit. Eileen can prepare income tax return; the Board needs to locate an auditor. Ceci asked Marcia to speak with Eileen about possible candidates. We will also put a notice on the website and in the next newsletter that we need a qualified auditor. Regular audits will be a topic of discussion at the next Board meeting.

Volunteers, Information Bags

Sharon has been working on the information bags with Kristie. She has talked to vendors, looking at a variety of items for both children and adults (magnets, gel bracelets, pencils, bookmarks). Order quantities start at 250 and go up to 1000. Bookmarks are laminated and could have the library's hours and a picture of library printed on them. It should only take a few volunteers to stuff the bags, which can be stored in the Friends' office. Sharon will Email the Board with details on the items under

consideration and the estimated costs. Ceci will Email the Friends the tri-fold brochure that the Friends have used in the past, to see if it is suitable for inclusion in the bags.

Annual Membership Drive

The Membership Drive chairman was not present at the meeting. Since the drive is slated for April 15-21, the Board will have two more monthly meetings before the drive takes place. We need to start creating the schedule of volunteers. Ceci asked for all Board members to Email Evelyn DeJohn with their availability to work two-hour shift(s) for the membership drive.

Communications Committee

A local author has asked to promote his book through the Library. John will formulate a policy for the Friends on personal solicitations, to be noted on the website and newsletter. Tom explained that the Friends are the only group that is allowed to sell and/or solicit in the Library.

Library Managers Report

Tom presented the final estimate for the shelving. The total is \$19,988. Since this is a capital project, the check must be written to New Castle County, for deposit into the county account. The check is required in order to open a purchase order. Marcia wrote out the check, which Tom will hold until Friday so that funds can be transferred between accounts to cover it.

Tom presented a request for a digital camera to be used in recording events and activities in the Library. Tom has found a camera that saves digital photos in raw format, which is better for graphic artists. The prices range from \$385 - \$699. Tom also priced a couple of lesser cameras, without raw format. The desired camera has 10 megapixels and 12X optical zoom. The request is for the Panasonic FZ50K, available for \$385, plus shipping. If anyone has questions or requires more information, please contact Tom directly. The request for funds will be on next month's agenda.

Kay Bowes (children's librarian) is out 6-8 weeks for knee surgery. The library is getting help from Hockession's children librarian. In Kay's absence, the teen librarian will help coordinate children's activities, and other library staff will fill in on the Reference Desk.

The library is making changes to meeting room procedures, in response to difficulties. The goal is to have a standard arrangement for meeting rooms. Users must set up the room the way they want it and return the room to the standard arrangement when they leave. Each group will have to sign in as an acknowledgement that they must leave room in the proper order.

Tom is concerned about the decline in circulation, although there has been no drop in the number of patron visits. There have been behavior problems with teens in and around library, including several acts of vandalism.

The complete Library Manager's report is submitted with these minutes.

Proposal

The Board is in need of a Corresponding Secretary, to write thank-you notes, get-well cards and other correspondence from the Board. The item will be on next month's agenda.

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Other Business

Jack Yeatman has resigned the Board, due to conflicting commitments.

Ceci attended the recent LARB meeting. If anyone is interested in attending the Delaware Library Association meeting on April 8, Ceci will leave information in the Friends mailbox.

In the absence of further business, the meeting was adjourned at 8:18 pm.

Respectfully submitted,
Joy A. Naquin
FBHL Secretary