

Board Meeting - March 13, 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, March 13, 2007. President Ceci McCormick called the meeting to order at 7 pm. Marcia volunteered to serve as timekeeper.

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

On motion of Marcia, seconded by Lois, the February, 2007, minutes were approved as Emailed.

Treasurer's Report

Eileen Emailed the Treasurer's report to all Board members prior to the meeting. A copy of the report is on file with these minutes.

2006 Audit – Marcia pointed out that we need to have an annual audit of the financial records by two people appointed by the Board. There are no stated requirements as to who the auditor must be. Eileen stated that the tax return is due by May 15 and it would be good to have the audit before then. Ceci has a contact that may be able to provide a pro bono auditor. This volunteer has provided an audit in previous years. Mary may be able to find someone through DuPont. The audit will be on next month's agenda.

Review of procedure for petty cash. To avoid duplicate purchases, contact Jackie before buying any office supplies. Receipts for purchases must be submitted to the Treasurer. A previous treasurer has created a cash voucher, to help in documenting the reason, date and time of the expense. Ceci has created copies of the cash voucher. On motion of John, seconded by Lois, the Friends voted to adopt the cash voucher as presented in the meeting.

Policy for programs sponsored by the Friends

Book Talk Program request. John passed out copies of a formal policy draft and a copy of a de facto policy. Since the Friends do not execute a lot of programs, the de facto policy is rather brief. The proposed formal policy is more detailed, and may be more useful at a future time, if/when the Friends become more involved in programming. John found a very good policy by a Cincinnati library that only needed a few modifications to meet our needs. A copy of the proposed policy is on file with these minutes. Ceci suggested that everyone review the policy and come to the next meeting prepared to vote on it. Tom recommended that we keep in mind that there is lead time and planning involved in every library program.

New board member candidate, Larry Nagengast

We currently have openings for three additional board members and can appoint interim members until the next election. Kristie recommends Larry Nagengast for the Board. Larry is a journalist who has worked in PR and advertising. Mary and Marcia also have potential candidates for the Board. Ceci asked everyone to follow up with the people they have in mind. Copy Kristie, Kathy and Ceci on all communications. This will be discussed further at the next meeting.

Updates

Annual Membership Drive, April 15-21

Evelyn is the chairman for the membership drive. Premiums have been taken care of. The items that are still needed for the membership drive, and the individual who can take care of it are as follows: a current membership list (Joy), current newsletters (Kristie), book wish list and a sample of a donated book so that donors can see the name plate (Tom), and an updated display board listing all of the Friends' gifts to the library (Mary). It was decided that we should also have brick information available; brick info can come from Kathy. Marcia will take care of acquiring \$200 in change and leave the money with Tom. In Tom's absence, board members can ask for the SOS. On motion of Marcia, seconded by Mary, the Board approved up \$1000 for membership drive expenses. Evelyn passed around the volunteer schedule for board members to sign up. There is still one day when we need someone to open the drive and perform all setup that is needed for the first shift.

Updated tri-fold, "Who Are the Friends?"

Ceci passed around a copy of the tri-fold. Kristie will get it printed. We plan to use the same copy as last year; no changes are necessary.

Communications Committee

Kristie announced that for the foreseeable future, the newsletter will be one page. Kristie has limited time to work on it. There will be a brief announcement in the next issue about the new shelving recently donated by the Friends. We do not yet have a desktop publisher volunteer. Union Press will be providing this service for about \$50-75 per issue. For a one-page newsletter, the fee should be less.

John would like to update the web site with new board members. Joyce Li was the primary webmaster. Joyce has resigned the Board but is willing to help with the web site from time to time, including updating the brick database. Most of the web site will be done by John. John is willing to share the effort and train anyone who is interested in assisting. Eileen expressed interest in learning how to maintain the web site. The form for submitting contact info is not working properly and has been temporarily disabled.

There was some discussion about ordering new magnets, in order to reflect the change in the library's hours. Tom said the hours change is not yet official and is expected to be effective on July 1, 2007. We will continue using the existing magnets until the hours are officially modified.

Friends information bags for new library patrons

Sharon passed out a write-up of items and prices, which was also Emailed to all Board members. A copy of the write-up is filed with these minutes. Projected costs are for 2500 units of each item. The sale expires on March 16; items are available for shipping on April 8. It may take two weeks to get all items. On motion of Sharon, seconded by Evelyn, the Board approved up to \$2700 for the purchase of the bags and items, with one negative vote.

Library Managers Report

The library is still experiencing challenges with staff. Kay Bowes is now home and doing well. It is hopeful that she will return by April 23. One staff member has been out over a month, due to injury, and there is no projected date for her return. Another staff member may be out for another three months. In addition, there is one vacancy, with no viable applicants yet. Tom has reviewed old applications and may call those who applied for part-time positions.

The café will very likely close at the end of the fiscal year. The café has consistently lost money and has been subsidized since it opened. All attempts at reversing this trend have failed. It has not yet been determined what is to be done with the space. Tom has presented options to the division manager and has not yet received a response.

Tom has asked all staff to help conserve energy by, among other things, turning off lights that are not necessary. The February utility bill was much higher than usual. Next month's bill may provide more information. The vandalism to the donor display in the lobby has been repaired. Tom has asked the staff to provide the book wishlist for the membership drive. It is expected to be available the first week in April.

Tom was concerned about the last report on circulation and thinks that it may not be accurate, since it shows a 20 per cent decline in circulation. This is not consistent with the work load and the volume of books that have gone out. Tom will investigate what is circulating well and poorly and adjust spending patterns accordingly.

New Business

Lois questioned if there was a policy for putting notices on the bulletin board. She has a notice from a legally-blind individual who needs a reader. Tom says all bulletin-board items must be reviewed, even though it is rare for anyone to be refused. Unreviewed items are removed from the bulletin board. Lois gave Tom a copy of the requested notice and should get an answer within a week. All bulletin-board items must be submitted to Community Services.

Eileen reminded us that the Board rented two copiers for BHL and has confirmed that we are receiving income from the copiers. Marcia is depositing these monies separately. The Board is also entitled to some free copies each month.

Request for Funds

On motion of Lois, seconded by Mary, the Board approved up to \$415 for a digital camera as requested by Tom at the last meeting.

In the absence of further business, the meeting was adjourned at 8:26 pm.

Respectfully submitted,
Joy A. Naquin
FBHL Secretary