

Board Meeting - April 10, 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, April 10, 2007. Vice-President Eileen Lynch called the meeting to order at 7:02pm. John Stevenson volunteered to serve as timekeeper.

The members present were John Stevenson, Ann Hitchcock, Joy Naquin, Evelyn DeJohn, Marcia Dillon, Eileen Lynch, Kristie Moore, and Sharon Riddick, along with Library Manager Tom Weaver. Larry Nagengast attended as a guest.

On motion of John, seconded by Evelyn, the March minutes were approved as Emailed.

Treasurer's Report

Eileen reported that the bank statement was received today; Eileen will Email the Treasurer's Report as soon as it is ready.

Updates

It was reported that there was an Email vote to approve \$500 for the printing of the Friends' trifolds. We can save money by using a different printer. The trifolds will not be ready at the beginning of the membership drive. They will come in later and can be given out later in the week.

On March 28, 2007, Kristie Moore sent out an Email requesting that the Board authorize up to \$500 for the printing of color Tri-Fold brochures. The following 'yes' votes were Emailed on the dates noted:

3/28/2007: Ceci McCormick, Marcia Dillon, and Kristie Moore

3/29/2007: Kathy MacDonough, Lois Myoda, Sharon Riddick and Mary Bowler

3/30/2007: John Stevenson

Jackie Harris would like to resign as office manager, due to difficulties in getting to the library. Anyone interested in the position, please contact Ceci or Eileen.

Membership Drive

Evelyn reported that the plans for the membership drive are going well. There are still some openings on the schedule; Evelyn will be calling members on the membership list, to line up additional volunteers. Jim Conrad took care of putting up the sign. The membership drive will be set up on Sunday, April 15, and run through Saturday, April 21. Marcia provided the \$200 in small bills for the change money.

Communications

There was no meeting of the communications committee. Kristie reported that we still

need a desktop publisher and a newsletter editor. Corresponding Secretary Ann Hitchcock was given the list of \$250 donors, for mailing of the letters needed for tax purposes. In Ceci's absence, Eileen will sign the letters.

Policy for programs sponsored by the Friends

John handed out copies of the proposed draft for programs sponsored by the Friends. On motion of Kristie, seconded by Marcia, the draft was proposed as presented. A copy of the policy is filed with these minutes.

Book Signing

Kristie introduced Larry Nagengast, in attendance as a guest. Larry proposed a book-signing event that would fall under our now-approved program policy. Larry has written a book on the history of the DuPont administration, to be published around May 10. This will be the fifth book in a series. The proceeds can be shared with the Friends. The event is scheduled on May 23, from 7pm to closing. Governor DuPont will be in attendance. Marcia volunteered to attend the program and to provide light refreshments. Since it is too late to get the announcement into the newsletter, Kristie will forward the information to John for inclusion on the web site. On motion of Marcia, seconded by John, the Board approved up to \$100 for refreshments.

Nominees for Board.

Due to resignations from the Board, there are currently two interim positions to be filled. Kristie presented the following candidates:

- Larry Nagengast has extensive communications experience, having worked in journalism, advertising and public relations.
- Claire Kantar has a history of 25 years with libraries in various functions. Claire is an entrepreneur who works in real estate and has developed programs for school libraries.

On motion of Kristie, seconded by Marcia, Larry Nagengast and Claire Kantar were unanimously elected to the interim positions. These board members will serve until December, 2007, at which time regular elections will be held.

Gift bags

Sharon has been receiving the items for the gift bags. There are two different bags, one for children and one for adults. Since everything came in under budget, Sharon has been looking for additional items. Sharon wants to advertise for volunteers to stuff bags. Marcia suggested calling the Honor Society, to get high school students who need volunteer hours.

Brick data base

In Kathy MacDonough's absence, this item was deferred until the next meeting.

Library Managers Report

March circulation figures were released recently: BHL circulated a total of 112,232 items (the highest total for any New Castle County library). This represents an increase of 13 per cent over March of 2006. In March, 2007, the Library added 344 new cardholders. Tom is still investigating the previously-reported drop in circulation. Based on the staff's workload, there was no drop in circulation, and there have been mistakes in statistics before.

Next week is also Volunteer Appreciation Week. The Library has historically recognized volunteers during this week, with brunch and recognition gifts. The library staff requests that the Friends support these activities with \$200 for appreciation gifts. This would take care of teens and adults. The two items being considered are a tote bag (for teens) and, for adults, a portfolio with a calculator. The library will plan separate events for teens and adults, with refreshments for the award presentation. One of the teen volunteers would get special recognition, for serving for a longer time and putting in more hours. On motion of Sharon, seconded by Ann, the board approved up to \$400 for recognition events and gifts.

The shelving request has been presented to the county council; shelves should be delivered in about eight weeks. The digital camera has been ordered. The total cost was \$499, including a tabletop tripod, lens filter and small memory card. Tom has provided the give-a-book wishlists for the membership drive. The *News Journal* is working on a story for National Library Week. Since the subject of the article is how Friends and volunteers support libraries, Tom suggested that the reporter speak with Ceci.

The library has received feedback on the training classes in the computer lab. There is still a need for someone to teach Microsoft Access. There are about eight classes per month, each with 18-20 students. It is expected that the demand will increase when people realize what is being offered.

The Library Café will close on April 20. A number of options have been discussed; it is not certain yet what will be done with the space.

Kay Bowes is expected to return at the end of May. There are two other staffers who may be on medical leave for a while.

Luncheon for Library Staff

Eileen asked for a volunteer to be responsible for planning the annual luncheon for the library staff. Kristie will ask Mary if she is interested in organizing it; the luncheon should be held after the May meeting.

On motion of Marcia, seconded by John, meeting was adjourned at 8:10pm.

Respectfully submitted,
Joy A. Naquin
FBHL Secretary