

## **Board Meeting - May 8, 2007**

### **Friends of the Brandywine Hundred Library**

A Board meeting of the Friends of the Brandywine Hundred Library was held on Tuesday, May 8, 2007, in the Brandywine Hundred Library. Board members in attendance were Ceci McCormick, Kristie Moore, John Stevenson, Joy Naquin, Marcia Dillon, Eileen Lynch, Larry Nagengast, Lois Myoda, Ann Hitchcock and Mary Bowler. Also in attendance were guests Jim Conrad and Charles Lee.

President Ceci McCormick called the meeting to order at 7:01 pm.

Ceci announced that there is a candidate for the one remaining position on the board. The candidate will try to attend the June meeting.

#### **Approval of the April Minutes**

On motion of Marcia, seconded by Larry, the April, 2007, minutes were approved as Emailed, and with the addendum.

#### **Treasurer's Report**

Eileen stated that we have not yet received the bank statement. She will submit the treasurer's report by Email, once the statement is received.

Marcia reported that the \$5,000 CD is up for renewal. After some discussion, it was agreed that this CD should be renewed for twelve months.

Eileen is continuing to look into finding an auditor. It looks like we will probably use the same auditor as last year.

#### **Request for funds**

Ceci reported that she appropriated \$50.00 for replenishing the Friends of BHL account at the Talleyville Post Office (so undeliverable newsletters will be returned). This is an arrangement that has been set up for some time, and is an ongoing expense that does not require approval.

#### **Updates**

**Mulching.** Eileen reported that the mulching event on April 14 went very well. We had enough help that we were able to finish in a couple of hours. Among the lessons learned: you cannot have too many wheelbarrows.

**Membership Drive.** Joy handed out copies of the membership drive statistics, comparing the latest membership to those of previous years. There was some discussion about how to contact members who did not renew. Mary suggested sending out post cards as a reminder. Joy will work up a mailing list of members who have recently expired. Larry suggested that the membership form ask for an Email address. We should also think about how we can use Email to communicate with members.

**Book Signing Event.** Larry has been promoting the book signing event. Two conference rooms have been scheduled; it is expected that they will be filled to capacity (140 people).

Larry requested help with setting up tables and chairs and having a member of the board to introduce the event. After the introduction and a brief speech on Pete Dupont, the rest of the time will be spent signing books. It was agreed that the checks will be made out to Larry, who will give the Friends a check for half of the proceeds. Ceci volunteered to provide the introduction; Marcia is on board for providing refreshments.

**Communications Committee.** Kristie reported that we have a new desktop publisher volunteer. Kristie is talking with RSVP, to get more writers and more web site help. John is also seeking more web site volunteers. Kristie introduced Charles Lee, a new writer for the newsletter. Charles has written a profile on the teen librarian and has assignments for future newsletters. The trifolds will be ready on Friday. Once they are received, we will be able to compile the gift bags.

**New Patron Gift Bags.** In Sharon's absence, this topic was postponed until the next meeting.

**Brick Data Base.** John will take over having volunteers enter brick donations into a database or spreadsheet. After some discussion, it was agreed that the online brick database will have more value when it is completed. In the meantime, the web page should display an "under construction" message, asking users to try again at a future time. Charles volunteered to help with the data entry needed for the database; Mary said her teenagers would be willing to help, also.

**Office Manager.** Lois will take over as office manager, except for Email. Since Lois will be out of the country for most of the summer, Ceci fill in as time permits. Kristie asked Lois to obtain a phone book for the Friends office.

**Library Managers Report .** Tom was unable to attend the meeting; he left a memo with updates. See the library manager's report submitted with these minutes. Tom has requested that the Friends sponsor the adult summer reading program by providing funds for the gift cards. After some discussion, it was agreed that it should not be necessary to reward adults for reading. John suggested that, in lieu of gift cards, the Friends could donate a book to the library in the adult reader's honor. This would acknowledge the reader's contribution and benefit the library. Ceci will Email Tom with the gist of the discussion and report back at the next meeting.

**Luncheon for Library Staff.** Mary will book the luncheon through Seasons. Mary will work with Tom on setting a date. Once again, we will ask board members to provide desserts, to be dropped off the day before the luncheon. Mary will Email all board members with the particulars. Board members are encouraged to attend, if possible. On motion of Larry, seconded by Lois, the board approved up to \$400 funding for the staff luncheon.

Next newsletter deadline is May 10. Late-breaking stories can be Emailed to Kristie. We still need a volunteer writer for the "Dear Friends" letter.

Jim Conrad asked about the board's involvement in LARB. Ceci and Kristie have attended meetings, and the board maintains its membership in the Delaware Association of Libraries. Jim challenged us to participate in as many library groups as possible.

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

Respectfully submitted,  
Joy A. Naquin  
FBHL Secretary