

**Board Meeting - June 12, 2007**  
**Friends of the Brandywine Hundred Library**

A Board meeting of the Friends of the Brandywine Hundred Library was held on Tuesday, June 12, 2007, in the Brandywine Hundred Library. Board members in attendance were Ceci McCormick, Joy Naquin, John Stevenson, Marcia Dillon, Larry Nagengast, Evelyn DeJohn, Lois Myoda, Mary Bowler, Claire Kantar, Sharon Riddick and Eileen Lynch. Also in attendance was Library Manager Tom Weaver.

President Ceci McCormick called the meeting to order at 7:02 pm. John Stevenson volunteered to serve as timekeeper.

**Approval of the May Minutes**

On motion of Mary, seconded by Marcia, the May, 2007, minutes were approved as Emailed.

**Treasurer's Report**

Eileen Emailed the treasurer's report for May, 2007, this afternoon. A copy of the report is filed with these minutes.

Eileen reported that the latest report is reflecting the CD balance with interest. We are still missing the cancelled checks and bank statements relating to the building fund. These documents are needed for the audit and for the tax return. Eileen plans to contact Jim Conrad to find out who the signers were on the building fund account.

Ceci stated that we need two board members to volunteer to meet with Eileen and review financial documents. This is required by our by-laws. Mary Bowler and Evelyn DeJohn volunteered to meet with Eileen. Eileen will prepare the statements and other documentation. Eileen stated that if other board members were interested in attending, they would be most welcome.

**Request for funds**

In response to Ceci's Email requesting \$613.35 to purchase the children/youth books remaining on the wish list after the 2007 Membership Drive, the following board members voted in favor--

On May 14: Claire Kantar, Larry Nagengast and Eileen Lynch

On May 15: John Stevenson, Mary Bowler, Marcia Dillon, Sharon Riddick and Joy Naquin

On May 16: Kristie Moore

This request is therefore approved by Email vote.

There is also a request for \$347.67 to purchase the adult books remaining on the wish list after the 2007 Membership Drive. On motion of Larry, seconded by Marcia, the board approved this amount.

## **Updates**

**Communications Committee** – There was no meeting tonight. John reported that he has not yet heard from Kathy about database updates. John is still trying to find out what is happening.

John is acquainted with a library school professor who teaches web design and who was looking for a project for students. John volunteered the FBHL web site as a possible student project. John spoke briefly about a few technical problems with the web site and how they were addressed. We are hoping to find someone who is more web-savvy to keep the web site up-to-date.

Ceci passed around the new trifold, for review by board members.

**New Patron Gift Bags.** Sharon has spoken with Tom about how to handle gift bags. Logistics are still being worked out. In the meantime, Sharon has been stuffing the bags and preparing them for distribution to library patrons. Sharon requested a volunteer list with mailing addresses; Joy will get this info put together sometime soon.

**Luncheon for library staff.** The luncheon has been scheduled on Thursday, June 28. The first seating will be at noon, with the second seating at 1pm. Mary asked board members to begin thinking about desserts. The food will be delivered. Mary will be here early to perform the setup, and would appreciate the help of anyone who is available.

### **Book signing, May 23<sup>rd</sup>.**

Larry reported that the book signing grossed \$440, and turned in a check for \$220 to Marcia, as agreed. The signing event went very well, with a total of about 50 people in attendance. Expenses were under \$100. Larry also donated two copies of the book to the Library, one for general circulation, one for the Delaware collection.

## **Library Managers Report**

Kay Bowes has returned to working half-days. A part-timer who was out for several months has now returned. Another assistant will be out another eight weeks, and there is another individual who is out sick. The Library is still a little short-staffed.

On Friday, June 8, the county sponsored a staff development day. There were several keynote speakers, including Warren Gordon, a nationally renowned security expert for libraries. Mr. Gordon conducted workshops and spoke with several groups on how to handle problem situations in libraries.

The day also included customer service sessions, as well as a library olympics. Tom has photos, and volunteered the pictures for the web site. Tom feels this was a worthwhile event. The county wants to repeat the event next year. All of the training was very beneficial to the library staff.

The new shelving has still not delivered; it is expected in August. The delay is due to the fact that the manufacturer is having a busy season.

Re the adult summer reading program, the decision was to handle the event as it has been advertised. The proposal for providing book plates for adult readers may be

incorporated into the program next year.

Storage continues to be an issue. The Library is looking for a way to free up space for DVD cases and for gift bags.

Tom reported briefly on statistics, a copy of which are submitted with these minutes. Over time, numbers are more stable, and will be levelling off soon. One goal for the coming year is to address adult literacy.

In the absence of further business, the meeting was adjourned at 7:38 pm

Respectfully submitted,  
Joy A. Naquin  
FBHL Secretary