

## **Friends of the Brandywine Hundred Library Meeting – 16-February-2010**

A meeting of the Friends of the Brandywine Hundred Library was held on Tuesday, February 16, 2010, in the library. In attendance were Jim Conrad, Joy Naquin, Marcia Dillon, Larry Nagengast, Jim Scanlan, and Agnes Galvin. Members absent were Mary Bowler, Claire Kantar, Kristie Moore and Ann Hitchcock. Board members Sharon Riddick and Lois Myoda resigned from the board via Email in January, 2010. Guests in attendance were Diana Brown and Jean Kaufman.

President Jim Conrad called the meeting to order at 7:03pm.

### **Approval of minutes**

On motion of Marcia the board approved the January, 2010, minutes as Emailed.

### **Treasurer's report**

Marcia reported that, according to the tax records from the bank, the treasury made \$400-500 in interest in 2009. Marcia has reminded Eileen that the 2009 reports need updating, to reflect the \$10,000 donation to the Love Your Library campaign. Marcia has also replenished the post office account used for newsletter mailings and asked to be informed whenever it appears that this account is running out.

### **Library Manager's report**

Diana introduced new Library Manager Jean Kaufman. Steve Davis has moved to the Woodlawn Library and is expected to transfer to the Kirkwood Library in May. Eric Kuhn will be managing the Bear Library. Diana is returning to her previous job as Community Services Manager.

All part-time jobs at BHL are currently filled, and the library is very pleased with the quality of the part-time staff. There are a number of openings in full-time positions. A few full-time positions have been terminated and will not be filled. Diana is comfortable with the number of full-time staff at BHL.

### **Bricks**

Brick orders are now up-to-date. The latest order includes 38 bricks, to be shipped to the county warehouse. These bricks will be installed in spring of 2010. Jim was actively involved in contacting the donors whose orders were delayed. Most donors were not angry, just confused about why a brick order would take several years. Jim will call them back once the bricks are installed, so they can locate their brick in the walkway. Jim would like to create a brick committee. Larry is willing to serve as committee chair.

### **Quilt**

An organization of quilters has donated a baby quilt to the Friends as a fund-raising opportunity. Jim would prefer to postpone the quilt raffle until after the annual membership drive. We will

address this issue at the next meeting and see if we can form a committee.

### **Annual Membership Drive**

The membership drive requirements were reviewed and assigned as follows:

- Membership Drive Chairman – Jim Scanlan
- Member list – Joy
- Gifts (flowers and bread, no tote bags). Marcia will contact Big Sky Bakery and the Friendly Gift Shop to make sure we can continue to get premiums from them. Jim will follow-up after the initial contact is made.
- Literature/Newsletters/Trifold – Kristie and Larry
- Signs – Jim will talk with Jean about locating the sign indoors.
- Schedule – Jim has a list of volunteers and will recruit shift workers. If anyone on the board knows someone who is willing to help, please contact Jim with the name and phone number. All board members are asked to sign up for one or more shifts and to recruit their own partners.
- Money – Marcia will get the initial \$200 in change
- Shift envelopes – Agnes
- Set up tables/chairs – Jim Conrad will be on vacation on the first day of the membership drive. Jim Scanlan can be available to help with setup.
- Poster/Easel – Larry and Mary
- Membership forms – Kristie
- Badges for shift workers – Larry will go through badges from last year.
- Whom to call when help is needed? Jim/Kristie
- Book Wish List – Jean Kaufman
- Instructions for shift workers – Jim
- Set up daily before 10am – most of what is needed is in the office (pens, paper clips, etc).
- Letter writer – thank you notes for donations of \$50 or more – Agnes. Joy will send a copy of the tax letter to Agnes for use in drafting thank-you notes

### **Communications Committee**

Larry reported that the next newsletter is still in progress.

### **Adult Outreach (movies)**

The Friends will look into the possibility of sponsoring refreshments and perhaps advertising the library's movie night.

### **Volunteers**

Jim is continuing to work on recruiting volunteers for the Library and welcomes additional help.

In the absence of any further business, the meeting was adjourned at 8:15 pm.

Respectfully submitted,  
Joy A. Naquin, Secretary