

Friends of the Brandywine Hundred Library Meeting – 09-MAR-2010

A meeting of the Friends of the Brandywine Hundred Library was held on Tuesday, March 9, 2010, in the library. Board members in attendance were Jim Conrad, Mary Bowler, Joy Naquin, Larry Nagengast, Ann Hitchcock, Claire Kantar, Agnes Galvin and Kristie Moore. Board members absent were Marcia Dillon and Jim Scanlan.

Also in attendance were Library Manager Jean Kaufman and Friends member Brian Billings. President Jim Conrad called the meeting to order at 7pm.

Approval of minutes

On motion of Kristie, seconded by Larry, the board approved the February, 2010, minutes as Emailed.

Treasurer's report

Treasurer Marcia Dillon was not in attendance.

Library Manager's Report

- The next big event is the New Castle County Reads program, featuring *Bel Canto* by Ann Patchett. The author will be speaking at St. Mark's High School on the evening of April 12. The library will be hosting a breakfast on April 13. The breakfast requires pre-registration.
- The formal agreement for the Delaware Library Catalog has been completed and will bring all New Castle County libraries into the project. It may take a few months to work through the details, but once issues are resolved there will be one catalog for the state of Delaware. Completion is targeted for early fall of 2010.
- The library is somewhat disappointed that circulation statistics are down compared to the same month of last year. Since new borrowers are given a temporary card for the first six months and are limited in the number of materials they can check out, this may be contributing to the reduction.
- Many titles ordered from the County Pride funds have arrived. The teen books have been delivered; adult books are still on order.
- There is a new collection on the second floor – the Job Zone. This will be a semi-permanent display at the top of the stairs. The display was created in response to frequent questions about the job market.
- Comcast is planning a volunteer effort in Talley Day Park on April 24. Comcast is purchasing supplies for the day and may be willing to donate other materials. There was a suggestion that the volunteers work on improving the landscaping near the brick walkway. Jim will get in touch with the county coordinator and get more information.

Bricks

The latest order of bricks should arrive by the end of the week. The installer will have to determine the best time for completing the installation. Kathy will take care of the final instructions for placement. Once the bricks are installed, the locator volume will be updated.

Quilt

Jim would like to form a committee for raffling the crib quilt donated by a quilter's organization. Since we do not want to compete with the membership drive, this endeavor will be postponed until the fall.

Communications Committee

The next newsletter is targeted for publication around April 1.

Movies

The Friends would like to start managing the library's movie night and perhaps provide refreshments. Mary has created a movie list. We need a contact within the Library; Jean can be available for this.

Other Business

It is time to once again to get our finances audited. Mary volunteered to check into finding an accountant. Further discussion was tabled until the next meeting.

Annual Membership Drive

On motion of Kristie, seconded by Claire, the board approved up to \$800 for membership drive expenses.

Membership drive arrangements were finalized as follows:

- Current member list with expiration date: Joy will drop off a complete list prior to the membership drive.
- Gifts (flowers, bread) – have to be picked up each day. Since the bakery is not available on Sunday, they suggested handing out a voucher that can be redeemed for a loaf of bread later in the week. Ann will pick up vouchers and flowers on Saturday for the first day of the membership drive.
- Instruction sheets – Jim wrote up instructions and will incorporate changes suggested by other board members.
- Shift schedule – is about 90 per cent complete, thanks to Jim's efforts. Kristie will sign up the remaining volunteers that are needed.
- Shift envelopes – Agnes will prepare the envelopes. Kristie will send Agnes a copy of the final schedule.
- Poster of Major Friends Gifts. Larry will find the right document; Mary can help with updates.
- Official signup sheets – Kristie will get copies made.
- Name badges – Larry will update.
- Give-A-Book Wishlist – Jean will make sure the library staff gets this completed in time.
- Whom to call when help is needed: The phone numbers of Jim Conrad, Kristie Moore and Ann Hitchcock are displayed at the bottom of the shift schedule.
- Set up tables in lobby – Jean will get tables delivered.
- Flyers for display in the library – Larry will update and get copies made.
- Letter writer – Agnes has a copy of the tax acknowledgment letter.
- Office supplies, tablecloths, baskets, etc – are in the Friends office.

In the absence of any further business, the meeting was adjourned at 8:25pm.

Respectfully submitted,
Joy A. Naquin, Secretary
Friends of the Brandywine Hundred Library