

Friends of the Brandywine Hundred Library Meeting –11-MAY-2010

A meeting of the Friends of the Brandywine Hundred Library was held on Tuesday, May 11, 2010, in Room 107 of the library. In attendance were Jim Conrad, Joy Naquin, Ann Hitchcock, Agnes Galvin, Larry Nagengast, Claire Kantar and Jim Scanlan. Also in attendance were guest Eileen Lynch and Library Manager Jean Kaufman.

Absent were Kristie Moore and Mary Bowler. Jim Conrad called the meeting to order at 7:04pm.

Approval of minutes

On motion of Ann, the board approved the April, 2010, minutes as Emailed, with one correction: Ann Hitchcock joined the meeting at 8pm, after completing a membership drive shift.

Treasurer's report

Jim Conrad announced that Jim Scanlan has agreed to serve as interim treasurer until December, 2010, at which time a new Treasurer is to be elected. Eileen will continue to prepare the financial reports. Reports for April, 2010, were recently Emailed to the board. Checkbooks and other financial records have been turned over to Jim.

Library Manager's Report

In anticipation of the summer reading program, Jean asked the board to write a check to Jeanne Benzel for the \$300 approved for the volunteer gift cards.

Jean handed out charts of circulation statistics over the past several years, in a variety of formats. Copies of the charts are submitted with these minutes. Jean will update and provide further explanation at a future time.

Brandywine Hundred Library is in the midst of the switch to the state-wide system. Changes are being made to the signup process for using computers; so far patrons are adapting well to the changes. The library will migrate to the Symphony system (replacement for TIPCAT) during the summer of 2010. In anticipation of shipping books to every library in the state as part of the new system, the library is making changes in the office area.

The library has hosted several successful programs in the past month--

- A poetry reading to the children's book club was very well-received.
- Children also enjoyed a reading of *Ferdinand the Bull*, along with a performance by a violinist from the Philadelphia Orchestra.
- The volunteer fair was attended by 60-70 people. There were speeches by Delaware first lady Carla Markell and former Governor Russell Peterson.

Annual Membership Drive

The board reviewed a summary of the membership drive statistics; a copy of the statistics is submitted with these minutes. The information on Give-A-Book donations was turned over to Jean. On motion of Claire, seconded by Larry, the board approved up to \$1000 for purchasing the remainder of the books on the Give-A-Book list. Jean offered to include a bookplate indicating that the books were donated by the Friends, in memory of Marcia Dillon

Comments on the 2010 membership drive—

- Hanging the banner indoors seems to work well.
- The bread vouchers were well-received.
- Jim has written thank-you letters to the Friendly Gift Shop and Big Sky Bakery.

Brick Status

Larry reported that all of the recently-ordered bricks have been installed. There are four bricks that were not located correctly and that will have to be moved. Larry has been in touch with the installer. Once these bricks have been moved, we can work on bringing the brick directory up-to-date. It is hoped that a couple of volunteers working with Larry can get the directory updated over the summer. The post cards notifying the brick donors that their bricks are in place should go out by next month.

Larry hopes to have another brick campaign in the fall, with installation to take place the following spring. Marketing ideas and plans will be discussed at a future meeting.

Corresponding Secretary

Agnes has written thank-you letters to all membership drive donors of \$50 or more. Letters to the memorial donors in honor of Marcia Dillon will be completed soon.

Communications Committee

The next newsletter is in progress; there is still a lot of work to be done. All articles and newsletter contributions should be submitted by May 17.

Staff Lunch

The luncheon has not yet been scheduled. Details can be discussed further at the next meeting.

Gardens

Improvements to the landscaping in front of the library and near the brick walkway continue to be made. The garden club continues to make improvements in the children's area.

Meeting Schedule

Jim has verified that board meetings are on the library's schedule through February, 2011. Due to a scheduling conflict, the meeting of September, 2010, will be held in a second-floor conference room. All other meetings will be held in Room 107.

Volunteer Auditor

Eileen volunteered to assist with the board's self-audit. It is hoped that Mary can help, as done in the past.

New board members

Jim Conrad met a possible board candidate during the membership drive and plans to make contact soon. Claire knows someone who is interested in joining the board and has turned in the name and phone number to Kristie.

Friends Office

Jim Scanlan volunteered to check phone messages and otherwise take care of the Friends' office.

Quilt

Kay Bowes has identified a place where the donated crib quilt could be displayed until the Friends can make plans for a fundraiser. The board talked briefly about having either a raffle or an auction, or combining the fundraiser with a library program. Further plans, and a volunteer to manage the fundraiser will be determined at a future meeting. Jean will bring a list of the library's summer and fall events to the next meeting.

Other Business

The next Delaware Library Legislative day will be held on April 22, 2011. This is a chance to meet with representatives and attend workshops.

Jim Conrad has a brochure from an alliance of non-profit insurers. The brochure was turned over to Jim Scanlan. The board will consider the need for insurance at a future meeting.

In the absence of any further business, the meeting was adjourned at 8:32pm.

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