

Friends of the Brandywine Hundred Library Meeting 08-NOV-2011

A meeting of the Friends of the Brandywine Hundred Library was held on Tuesday, November 8, 2011, in Room 107 of the library. In attendance were Jim Conrad, Joy Naquin, Jim Scanlan, Kristie Moore, Mike Connair, Camille Rafferty, Helen Butler, Mary Bowler, Claire Kantar and Ann Hitchcock.

Also in attendance were Library Manager Jean Kaufman and guest Martha Gessler. Absent were Agnes Galvin and Larry Nagengast. Jim Conrad called the meeting to order at 7:06 pm.

Approval of minutes

The board approved the October, 2011, minutes as Emailed.

Treasurer's report

Jim Scanlan reported the account balances as of today. The money market account balance is \$59,515.39, checking account is \$1515.90. Financial statements will be Emailed as soon as they are available. The phone in the Friends' office has been disconnected; the final phone bill has been paid.

Jim has met with the auditor assigned for the volunteer audit. The auditor has been provided with last month's financials and this month's bank statements. The audit will be scheduled after the auditor Emails a list of documentation that is needed. The meeting for the audit will take place at the Library.

Library Manager's Report

A few of the replacement signs have been made; the rest are in the works. The down payment for the signs (\$389.00) was approved by Email vote on 24-OCT-2011. The following board members approved the expenditure: Jim Conrad, Larry Nagengast, Mike Connair, Mary Bowler, Agnes Galvin, Helen Butler and Joy Naquin. The Library has decided to use a background color to differentiate between adult, teen and children's areas, instead of the logo. There will be a more formal report on the new signs at the January meeting.

Statistics have been leveling out and trending downward. The Library discovered a 14 per cent drop between this month and the same month last year. When checking on statistics via the web site for this purpose, there were changes in numbers that should have been finalized. Other libraries have had the same problem. The Library is considering the installation of a more low-tech counter on the front door.

New Castle County is interested in participating in a program called "Ask A Librarian" – an online, electronic conversation with a live person. The downstate libraries have been doing this for a year. Several members of the BHL staff will be participating. The goal is to get more questions about Delaware answered by Delaware librarians.

Former BHL staff member Robin Spiller was recently promoted to Adult Services Librarian at the Elsmere Library. The Friends purchased a gift card from Barnes and Noble; all board members at the meeting signed the greeting card.

All state librarians have been invited to a Library Town Meeting, intended to promote library

usage and library appreciation by the public.

The state has contracted with a company called Overdrive, a primary provider of Ebooks. The Library is requesting help from the Friends in funding the original collection. The amount is 5 per cent of the collection budget (\$8144). There was some concern about the Ebooks remaining proprietary to Overdrive. Jean will investigate whether or not the state would be willing to purchase the Ebooks, instead of using a subscription service.

Office

Camille reported that she and Agnes have begun cleaning up the Friends office. There are many plastic bags left over from the gift bag program of several years ago. The board agreed to donate these bags to the library for use in the summer reading program or any other purpose. The computer and printer will be disposed of, as they are both too outdated to have any value. Jean will take a look at the Friends' fax machine; if useable, BHL will keep it as a backup.

Camille suggested having a checklist for record retention purposes – how long to keep financial records, membership lists and other documentation. Camille will create the first draft of this document. Mary will remind John Stevenson that the only way for members to contact the Friends is via Email and web site.

Newsletter

Kristie reported that the next newsletter is in the works and will be published two weeks before the December meeting, as required. The next issue will include a profile on Robin Spiller, biographies of board candidates and a first person story on electronic Mondays.

Special Donation

The shelving space has been measured. County employee will match the existing shelving. Jean will verify the final amount needed before approaching the donor.

Annual Elections

Mary reported that several good candidates for the board have been identified and are interested in joining. The need is for existing board members to run for the two officer positions (President and Secretary). The final ballot will be presented and voted upon at the December meeting.

December Meeting

Jim reminded the board that everyone should bring food and/or drink to share at the December meeting, after the business is done.

The meeting was adjourned at 8:21pm.

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