

Friends of the Orange County Public Library
Executive Board Meeting, October 8, 2012 Minutes
Approved on November 12, 2012

Present: Bill Barrows, Robin Bedingfield-Brown, Janet Flowers, Sandy Gerstner, Chris Holaday, Andrea Tullos

Absent: Lori Graham, Lucinda Munger; Erin Shepherd; Mark Smith

Co-Chair, Janet Flowers, called the meeting to order at 5:55 p.m.

Volunteer Minute-Taker for remainder of the year

Andrea has volunteered to fill this role until the end of the year. The group accepted this generous offer by acclamation.

Minutes

July ó Motion by Robin and 2nd by Chris ó unanimous approval

September ó Motion by Bill and 2nd by Chris to approve with revisions ó unanimous approval

Carrboro Friends Joint Meeting Minutes ó Motion by Robin and 2nd by Chris to approve with revisions ó unanimous approval

Action List ó all items accomplished and we will begin a new Action list.

Financial Reports

Sandy reviewed the August and September reports. There were no questions.

The laptop has been purchased. The receipt for the laptop will be sent to Sandy for reimbursement to Ed Flowers. Sandy has set up an email address for the Treasurer for all future correspondence FOCPLTreasurer@gmail.com

Check Authorization ó The request to confirm who would be on the check authorization list with the bank for the Friends will be: Sandy Gerstner, Janet Flowers, and Mark Smith. The group will remove Erin from the list of authorized signers. Motion to accept by Robin and 2nd by Chris. Approved unanimously.<Action: Sandy will go with Mark to the bank to get signatures changed.>

Old Business

Expectations of Board Members ó the attachment provided by Robin will be accepted as the proposed duties of FOCPL Board members. (Attachment)

Committee in 2013

The Co-Chairs will not participate in the chairing of any committees in 2013. At this time chairs are still needed for these committees: 1) Programs, 2) Events, 3) Newsletter. Since the Library offers so many programs, the Friends not schedule any programs directly and will instead utilize the Library programming staff to coordinate programs and will support staff for co-sponsoring. Events ó there is a need to continue the library

staff appreciation and those types of events. Newsletter ó hound for articles, Bridget edits; Lisa designs and Chris and Sara review the design. Chris asked if there were any new board members that might have an interest? There needs to be an increase in participation of Board Members.

Updates:

- a) Membership ó 10 new memberships and 10 renewals. The brochures are dwindling down and we are finally ready for a new print job with minor updates for address, etc. We accepted 2013 memberships at the fall 2012 book sale. Motion made to keep the dues the same for 2013 by Robin, 2nd by Bill, passed unanimously
- b) Fall Book Sale ó Great participation! Thanks to Chris and Bill, it was a great sale. Made \$1,914 in overall sales. Andrea to place the book sale dates for 2013 on the calendar for the meeting room and staff notice. There was a question from attendees regarding the devices from dealers and their disruption. Chris to investigate how other sales handle this: a fee or first-hour device free? Andrea noted the need to clean up the kitchen at the end of the sale.
- c) Ongoing book sale ó There was a request by a member during the sale to have the Friends ongoing book sale books moved to the front set of shelves near circulation. Due to library operations, Library Administration did not approve this. The Adult department is currently conducting a huge weeding project to begin immediately. Are the Friends interested in these books for the ongoing sale or semi-annual sales? <Action: Erin and Bill will meet with Andrea to discuss further. >
- d) Newsletter ó working on the Nov / Dec edition. This edition will have highlights of donors (members and Sandy Peterson Estate), the Community Needs Assessment Process & Strategic Planning, and other library programming updates.
- e) Co-Sponsored program Oct 10th ó Barbara Clay pole White; Janet will be attending as the co-sponsoring member.
- f) Spotlight on Service ó Janet has created a spreadsheet of members and those that qualify due to volunteering. Two free tickets will be provided for each production. The process is very smooth and Jeff and Linda Schmitt were our first two attendees and enjoyed this opportunity.
- g) Condition of Pavers ó Andrea has connected Wayne Fenton of Public Works with Ed Flowers who will meet on Friday, Oct 12th to discuss and work out the details.

Committee Reports

- a) Budget 2013 ó Review the budget that will be voted on at the November meeting. This budget is a reflection of the operational budget for the Friends. The library has been removed as a part of budget, and has been listed outside of operations as a request.
- b) Bylaws Task Force ó Robin presented the revised by-laws for review and discussion. The goal of the task force was to provide streamlined wording where possible and to make the bylaws more succinctly reflect the Friends operations. This will be voted on at the November meeting. The review discussed the

realignment of wording and use of standard time limits. Janet thanked Robin, Bill and Erin for their work with her on the Bylaws.

News from the Library

Andrea reported that the library is now in the part of the process where the vendors selected for a new integrated library system (ILS) and radio frequency identification (RFID) are public. The library is currently finalizing contracts with Innovative Interfaces for the ILS and Bibliotecca for the RFID. As a note, these vendors are the vendors used by Chapel Hill Public Library for the same purposes. The final recommendations and contracts are going to the Board of County Commissioners on November 8th. Tagging will begin in December, training in February, and a "Go-Live Date" in March.

The library's next big project, which will last through May 2013, is the Community Needs Assessment (CNA) and Strategic Planning. At the September meeting, it was noted there might be a request made to the Friends for funding for this process, however, Lucinda received notification from the State Library that they will be funding some of these needs for the library instead.

The library will be presenting an Interoperability Report to the BOCC on Nov 15th, recapping the current possible pre-cursor opportunities for working with CHPL and OCPL.

The meeting adjourned at 7:25 pm

Andrea Tullos, Assistant Library Director