

Friends of the Orange County Public Library
Executive Board Meeting, July 9, 2012 Minutes
Approved 10-8-12

Present: Erin Shepherd, Janet Flowers, Lori Graham, Chris Holaday, Bill Barrows, Sandy Gerstner, Robin Bedingfield-Brown, Bill Barrows, Lucinda Munger and Andrea Tullos

Co-Chair, Erin Shepherd, called the meeting to order at 6:10 p.m.

Minutes:

Robin moved and Chris seconded the motion to accept the minutes, as written, from the previous regular Board Meeting [June 2012]. The minutes were accepted.

Updates:

- **Treasurer-Elect** – Janet reported that she had approached 2 known members and 1 new member, but all declined the position. She has since sent a message to the listserv, but asked the Board for suggestions in case no one accepts. Erin mentioned that she might have someone to approach. [**ACTION**: If no one steps forward for this position, Janet will work with Lucinda/Andrea to have the library advertise the position in their newsletter, posters in the library, etc.]
- **Membership** – Robin had nothing to report regarding any new members. The printer who will do the notecards can also do a 4x6 rectangle [car] magnet with the Friends logo (\$294 for 250 magnets). She thought this might be used as a gift with new membership dues. The Board discussed the request, and Chris moved with Janet seconding a motion to authorize Robin to spend an additional \$250 for the magnets. All approved. The motion passed.
- **Spending and Gift Policies** – Janet reported that she and Erin recently met with Andrea and Lucinda on the draft gift policy. Because the library is subject to the regulations of Orange County, the policy will need to be revised based upon this recent meeting. The changes will be sent back to the Finance Committee. Janet sent questions to the chair of the Finance Committee regarding the spending policy and is waiting to hear back. Erin and Janet will meet with the Finance Committee next Monday (July 16).
- **Fall Book Sale Co-Coordinator** – Erin noted that with Kate's departure from the Board, we need a co-coordinator to work with Chris on the Oct. 5-7 book sale. She has already asked someone she thought might be willing, but that person declined. Bill has agreed to serve as co-coordinator.
- **Carrboro Friends Meeting** – Janet noted that the upcoming informational/exchange of ideas meeting would be held in the offices next door. The Board reviewed the draft agenda and made a few suggestions on the timing of the sessions. Janet will bring

refreshments as an in-kind contribution. Lori will take minutes only on the formal part of the meeting, with notes from the breakout groups being provided to Janet to consolidate. The first person listed on each breakout group will serve as a facilitator.

- **Events Committee** – Janet has emailed those expressing interest in events on their membership form. However, Erin and Janet feel that it's not a good time to get a formal committee off the ground. The October appreciation event will not be happening, but the structure is in place for future events. Since Erin will be rotating off the Board at the end of this year, she has agreed to serve as Events Chair next year (2013). She is excited to be able to work on meet-and-greet events for members such as coffees, etc. The Board members all felt this was a very good outcome.

Financial:

- **Financial Report** – A quick review of the monthly financial report submitted by Sandy was made. Total checking balance = \$12,031.38. Item(s) of note: another loss in the Triangle Community Foundation fund (\$1,587.44); Lucinda would like "PLA" added to the line item of "Librarians Conference." All accepted.
- **Proposed 2012 Budget** – Sandy provided a revised draft of the budget for review, with changes from the previous version shown in orange. The following items will be removed or no longer needed: equipment and Financial Review/Audit. The following items will be moved: Equipment (\$600) and Financial Review/Audit (\$750) TO Purchase of Financial Laptop (\$1,350); FROM Miscellaneous (\$250) TO Printing (\$250 additional = \$550). Bill made a motion to approve the budget, as amended, and Chris seconded. All approved. The motion passed.

New Business:

- **2013 Budget Task Group** – Erin indicated that Sandy has agreed to lead the task group, with Janet, Erin and Andrea also agreeing to serve. The group will meet in September. Robin moved and Bill seconded the motion to establish the work group. All approved. The motion passed.
- **Bylaws Task Group** – Erin indicated that revised Bylaws need to be ready for the annual meeting or they are actually in pretty good shape. Robin agreed to lead the task group, with Janet, Erin, Bill and Lori also agreeing to serve. The group will try to meet in August. Bill moved and Chris seconded the motion to establish the work group. All approved. The motion passed.
- **Nominating Committee** – Erin will serve as Chair, with Lori and Chris also agreeing to serve.
- **Online File Storage System** – Erin relayed that since the file cabinet in the Friends room is full and that numerous new policies have been created, it is necessary that the Board

members, task groups, Chairs, etc. be able to easily access the documents. She submitted two (2) documents for review: (1) a proposed draft Online File Storage Policy and (2) a proposed draft Online File Structure. She has explored the option to use YahooGroups for this purpose. Erin indicated that it seems to have both the storage capacity and the stability over the years to accommodate our needs. She demonstrated a sample file plan with the overhead projector in the large meeting room for the Board members to see how it would work. The following were discussed:

- we will still need to have a flash drive backup;
- the listserv policy will have to be changed to allow Board members to have access to the documents, with the FOCPL Co-Chairs having read/write access;
- policies, practices, manuals will be added;
- only final documents (not drafts or working copies) will be added within 90 days;
- the individuals responsible for adding files is set forth in the proposed policy;
- use pdf versions where possible, but keep in original format (Word, Excel, etc.) if the document will be used as a template or revised by future members;
- 5 MB limit on a file, but no limit on total file space; and,
- Robin felt that the committee chairs should also have the ability to add final documents.

Janet moved and Robin seconded the motion to approve the policies, as amended. All approved. The motion passed.

- **Ongoing Book Sale Price Changes** ó Erin revisited the previous meeting's discussion regarding the lower sales from the ongoing book sale. Andrea has since talked to the Circulation staff to get their feedback. They believe that the visibility really isn't an issue, but felt prices may be a bit high. However, Erin mentioned that the amount listed on the June Financial Report seems normal. Andrea relayed that the pricing history had been based on the popularity/demand of the individual book(s) in favor of an across-the-board price structure. Erin felt that the Board should just let the prices remain in place, since we appear to be on target for the goal.

Library News:

Lucinda provided the following updates:

Budget ó On June 19th, the Commissioners voted on the budget, which provides an additional \$41,000 extending the library's hours to: 64 hours per week (open 9 am Monday-Thursday), beginning on September 10, 2012 and in effect year-round. There is a possibility that next budget year, more hours will be added at an additional cost of \$25,000: (68 hours per week: Monday-Thursday: 9 am ó 8 pm; Friday-Saturday: 10 am ó 6 pm and Sunday: 1-5 pm).

Strategic Planning Grant ó She and Andrea will travel to the state library in Raleigh on Thursday. Received approval for a strategic planning grant, with the bulk of the funds going to a community assessment (done first); seven other libraries will be doing a strategic plan as well; Dr. Anthony Chou (professor at UNC-Greensboro) will serve as

the consultant. Hoping that other groups within the community will be reached ó to get a broad spectrum of the community this time ó to determine their needs and wishes.

Siting Criteria for the SW Regional Branch ó Recently met with the Commissioners at a working session, with the expectation that a vote will come in September.

Two (2) Requests for Proposals are out/about to be out ó (1) for an RFID system ó self-checkout, tagging system ó have already received 8 responses and (2) a new ILS system to be out next Wednesday. Hoping that the information will be received by August, with demonstrations/selections/vote by the fall. The system will be in place for 5-7 years and will include the Southwest Regional Branch. The \$250,000 received for ILS/technology project(s) is expected to cover both of these items, with the ILS system being the primary purchase.

Staff Changes ó Andrea mentioned that Theresa is leaving at the beginning of August. Brandie Martin is now head of the Carrboro Branches and Anne Pusey is now head of Information Services.

The next meeting will be held on Monday, **September 10, 2012**.

The meeting adjourned at 7:35 pm - Lori Graham, Secretary