

FOCPL Board of Directors
Minutes from the Meeting of February 11, 2013

Attachment: (1) Action Item List

The meeting was called to order at 6:00 p.m. in the Staff Lounge by Board President *Janet Flowers*.

Present: *Bill Barrows; Robin Bedingfield; Marcia Cameron; Sandy Gerstner; Erin Shepherd; Laura Simmons; and Mark Smith.*

Absent: *Chris Holaday.*

Ex Officio Present: *Andrea Tullos, Library Assistant Director.*

A quorum was present.

As approved at the January meeting, the stated purpose of this evening's discussion was to review and share the goals of each Friends' committee for 2013. In order to streamline routine business, (review and approval of the draft (January meeting) minutes and January financial report, as well as the monthly report from the library staff,) these draft documents were distributed electronically and reviewed by Board members prior to meeting.

Minutes:

- Robin presented the January 14 draft minutes: The minutes were **APPROVED** pending addition of page numbers and re-titling of the Library Directors' Presence/Absence as Ex Officio. **(M Marcia Cameron / S Erin Shepherd)**

- Robin then presented the updated Action Item list. *(See Attachment (1))*

- Under One-Time Actions: Chris and Bill, as Book Sale Committee Co-Chairs, will investigate the policies and practices of other Friends' groups with regard to allowing electronic scanners at Friends'-sponsored Book Sales.

- Under One-Time Actions: The Board thanks Sara Levinson for assuming the Newsletter Committee Chair position: Chris Holaday has been chosen as Newsletter Editor: A designer is still being sought.

- Under Ongoing Actions: The By-Laws Committee (which is required to meet at least biennially) will be tasked with researching and documenting in the Bylaws whether library staff may serve on the FOCPL Board of Directors. No such FOCPL policy exists at this time.

Financial Reports: Sandy presented the report for January 1-31, 2013. A motion was made to transfer all but the minimum required \$25. from the Friends' SECU Savings Account to the Triangle Community Foundation. The motion was **APPROVED**.

(M Erin Shepherd / S Laura Simmons)

The Financial Report was **APPROVED as written**. **(M Robin Bedingfield / S Erin Shepherd)**

New Business: No new business was discussed.

Updates: The only item of continuing interest discussed was the Friends' relationship to the library's ongoing strategic planning initiative. The Board will receive an update on the library's progress at our next regular meeting, and The Friends will be asked for input.

Goal Sharing and Setting for 2013:

A. Membership: Discussion led by Erin. Renewals are coming in following the sending of the first round of reminders. A second round will be sent this month. Discussion about removing from the listserv past Friends whose memberships have lapsed was constructive, but no decision was reached. Erin will include the names of Friends whose dues have been paid for 2013 in an email to the entire listserv, with the goal of spurring lapsed Friends into renewing their memberships.

Erin's second initiative for Membership led to discussion about sending Friends' and library program information (flyers) home with each elementary school child in the county school district. Board of Education approval will be needed. Andrea offered assistance with printing, and Erin will pursue BOE approval: The FOCPL Board agreed that targeting young students is the best way to get families involved with the library and its programs, and supports this goal.

B. Financial Matters: Discussion led by Janet. As Treasurer-Elect, Mark says regular financial reviews need to be done, and recommends one be conducted this Spring/Summer. (Results of the most recent audit are recorded in the April 2012 minutes.) Mark will serve on that Task Force, with two additional members yet to be appointed.

C. Ongoing Book Sale: Discussion led by Marcia. She shared her goal of dividing Fiction from Non-Fiction, and having a separate area/shelf for cookbooks. Andrea offered assistance in creating signage for the different categories of books. Marcia also maintained that a mini-book sale is needed aperiodically - for one day or a weekend - with all books half-price, to keep the inventory moving. This is especially needed in the weeks following the significant influx of end-of-year donations.

D. Semi-Annual Book Sales: Discussion led by Bill. He stated one goal for the year is to find additional places to take the books which have not sold, following the Friends' Book Sales. Several possible places/organizations were mentioned, and Bill will follow up.

E. Co-Sponsored Programs: Discussion led by Janet. She reported that nothing is on the schedule yet for 2013, but that opportunities may arise for the Friends to co-host specific events with the library. Janet reminded the Board that the Friends must be present if books are to be sold at an event, as the library staff cannot be involved with private financial transactions.

F. Newsletter: Discussion led by Janet. Janet was pleased to announce that Chris Holaday will serve as editor for the Friends' newsletter, and Sara Levinson will chair the committee. They are still seeking a designer, and hope to publish three newsletters this year.

G. Staff Appreciation: Discussion led by Erin. The breakfast is scheduled for 8:45-10:00 on Friday, April 26th. Nearer to the date we will discuss publicity and extending an invitation to get more of the Friends involved by bringing food and attending the breakfast.

News from the Library: Andrea provided the following update:

- 1) The County departments, including the library, have kicked off the Budget season. This year our budget will not propose any expansion of services. We will begin addressing some areas that were identified in the Community Needs Assessment – Marketing and Collaboration begin of upmost importance.
- 2) LSTA Funded Strategic Planning Process update: Part one – the Community Needs Assessment – was completed in January 2013. Part Two – the Strategic Planning process began in January 2013. The Steering Committee met on Thursday the 24th of January to review the executive summary and begin work on the Vision, Mission, Core Values and Core Competencies. The staff met on Friday, Feb 8th, to also complete the same assessment process. These results will be shared with the Friends Board and Community for input during the month of March. The Consultant, Dr. Chow, will than take the feedback from you and the community and provide the library with a Draft Report in April. This report will be shared with the County Commissioners in May. The feedback received from the Commissioners will be utilized to create the final report in the fall of 2013. We hope to have the Commissioners vote on this report in Sept 2013.
- 3) RFID project update – We have tagged 80% of our collection. All technology equipment is on order. We anticipate our “Go-Live” date as March 12th.
- 4) ILS project update – we are beginning our training classes for our new ILS this week. Our anticipated “Go-Live” date for the new catalog is April 30th.
- 5) AED Training – The staff participated in Defibrillator training this past month. We are now trained to use the machine that is located near the Circulation Desk in case of emergency. Following this training, we have begun setting up our CPR classes for the staff in March.
- 6) Southern Library and Property – The county has received 3 possible property options from the Board of Alderman. County staff have been directed by the county manager to ‘put forth’ these

properties through the Criteria assessment process. We hope to have this assessment completed and returned to the manager by the last week in February. The manager will be making a recommendation and providing this feedback to the Commissioners for their direction.

- 7) Library Collaboration discussions – the OCPL and CHPL staff's have been meeting to discuss possible collaboration for 2 years. The two staff's will be presenting an update to the Joint Board meeting (Town Board and County Commissioners) in March 2013. We have made progress in quite a few areas and we will provide a copy of the report to you at your next board meeting.

In addition, Andrea reported that the Steering Committee met today, and that no additional requirements are anticipated needing funding by the Friends in the near future. She welcomed Erin Shepherd as a new part-time employee, serving as an Interim Communications Specialist. A Coordinated Marketing and Development effort and position on the staff is probably a year away.

The next FOCPL Board meeting is scheduled for 6:00 p.m. on Monday, March 11 in the Large Meeting Room.

All business being completed, a motion to Adjourn was **APPROVED** at 7:15 p.m.

(M Bill Barrows / S Laura Simmons)

Robin C. Bedingfield
Secretary

Attachment (1)

OUTSTANDING ACTION ITEMS

Updated following FOCPL BoD meeting of February 11, 2013

Ongoing

1. **Janet** - Spotlight on Service ticket drawings, notification and publication.
2. **Membership Cmte**- At the September 2013 Board meeting, the Board will discuss and approve membership dues for 2014.
3. **By-Laws Cmte** - For consideration at next biennial review:
 - Can Library Staff personnel serve on the Board of Directors for FOCPL?

One-Time

- 1) **Chris & Bill** (per Oct 2012 minutes) - Recommend policy re: use of electronic scanners at Friends'-sponsored Book Sales.
- 2) **Janet & Erin** - Selection of Financial Committee Chair & Newsletter Designer for 2013.

Completed

- 1) Newsletter Committee Chair position has been filled by Sara Levinson: Editor will be Chris Holaday. A Designer is still being sought.