

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

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

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

Absent: *Mark Smith.*

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

A quorum was present.

Minutes: Robin presented the draft minutes from the Board's February 11 meeting: The minutes were **APPROVED as written.** (M *Marcia Cameron* / S *Erin Shepherd*)

Action Items - Robin then presented the updated Action Item list:

- The positions of Newsletter Designer and Financial Committee Chair remain unfilled. Interested Friends in good standing should contact Janet.

- The subject of electronic scanners at the Friends' Semi-Annual Book Sales was again discussed, with options of either increased annual membership dues for scanner-users or scanner-free hours. The Board **APPROVED by Acclamation** that for the upcoming Spring Sale, Chris and Bill will draft a short list of (courteous) behavior expectations to be handed to each member/patron before entering the book sale: The subject will be revisited by the Board following the Book Sale to review both the efficacy of these handouts and any reports of discourteous behavior.

Financial Reports: Sandy presented the report for February 1-28. The Financial Report was **APPROVED as written.** (M *Robin Bedingfield* / S *Erin Shepherd*)

- \$100. will be sent to the N.C. Public Library Directors' Association, as previously approved and budgeted.

- The review of 2012 Friends' financial records will be conducted by a Task Group established for that purpose, on which Mark Smith has agreed to serve. Janet will find two non-Board Friends in good standing to also serve.

Updates: Erin will send Book Sale flyers to the elementary schools for distribution to all students, once approval has been obtained from the Orange County Schools' Public Information Officer. Andrea offered assistance from the library staff with printing. Chris will send Book Sale information to the local newspapers. Sale hours will be: Friday 4:00 - 6:00 (Friends only!); Saturday 10:00 - 4:00 and Sunday 1:00 - 4:00, open to the public.

- Marcia reported that Brookshire will be pleased to take reasonable numbers of books not sold in the Ongoing or Semi-Annual Book Sales, especially large print editions.

- The large number of donations already received for the Ongoing and Semi-Annual Book Sales is taxing the Friends' ability and available space to sort and store books, so the library will not be putting out the usual pre-sale request for gently-used donations.

- Erin is coordinating the Staff Appreciation Breakfast scheduled for 8:45 - 10:00 on Friday, April 26th. The Friends will set up the conference room the evening before (after 6:00). Friends will be asked to bring food items for the buffet. The staff currently numbers 21 permanent + three unfilled positions, and 25 non-permanent. The previously approved budget for this event was \$500: Erin expressed concern this might not be sufficient. The Board APPROVED raising the budget to \$750. **(M Robin Bedingfield / S Erin Shepherd)** A sign-up sheet was passed so Board members could sign up for the various tasks involved with this event.

New Business: Janet urged Board members to sign up for the workshops offered by the Friends of North Carolina Public Libraries at the new Chapel Hill Public Library on April 13th: Sessions on both book sales and Energizing Your Membership will be held.

News from the Library: Andrea provided the following update:

Strategic Planning: During the month of March, Dr. Chow will be focusing on sharing our work thus far with the community for feedback. As a first step in the process, Dr. Chow would like to get final feedback on the DRAFT from staff. Following staff feedback, Dr. Chow will be sharing with the community through numerous outlets for feedback.

- 1) An online survey,
- 2) Mailed surveys to a sample of 1000 families and
- 3) 5 targeted focus groups on Monday March 25th.

In early April, Dr. Chow will be providing the Steering committee and staff with the FINAL DRAFT.

Library News:

- 1) We submitted our FY13-14 budget to Finance Administration last week.
- 2) RFID will "Go Live" this week with self checkouts. The big kick off with prizes and balloons and refreshments will be on Tuesday, March 26th at 10 am. We will be sending out invitations via email next week.
- 3) We have begun training on our new ILS, which we will implement the last week in April.

The next FOCPL Board meeting is scheduled for 6:00 p.m. on Monday, April 8th in the Staff Lounge.

All business being completed, a motion to Adjourn was **APPROVED** at 7:05 p.m.

(M Robin Bedingfield / S Erin Shepherd)

Robin C. Bedingfield
Secretary