

**FOCPL Board of Directors**  
**Minutes from the Meeting of June 10, 2013**

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

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

**Absent:** *Lucinda Munger and Andrea Tullos, Library Director and Assistant Director.*

A quorum was present.

**Minutes:** Robin presented the draft minutes from the Board's May 13<sup>th</sup> meeting. The minutes were **APPROVED** as written. **(M Marcia Cameron/S Erin Shepherd)**

**Financial Reports:** Sandy presented the draft report for May 1-31. She noted the Triangle Community Foundation's quarterly fee increased from \$75.00 to \$97.72, and is looking into what prompted the increase. The Financial Report was **APPROVED** as written. **(M Robin Bedingfield/S Laura Simmons)**

**(Note: Subsequent to meeting, the following information was received from TCF explaining the rise in quarterly fees. "Agency funds are subject to a 1% annual fee based on fund balance, with a \$300 minimum fee assessed to funds under \$30,000. As the Fund's balance has been over \$30,000 each quarter since its creation the full 1% fee has been assessed quarterly opposed to the minimum.")**

**Updates:**

- **Financial Review Task Force:** Mark Smith reported the review of the Friends' 2012 financial records has been completed, and all were found to be complete with no discrepancies noted. Task Force members Marvin Teer and Janie Morris met with Mark in the library's large conference room to perform the review. The Task Force recommends a template be developed to streamline financial reports: Mark will assist in this process.

- **Fall Book Sale:** Chris and Bill agreed to chair this event, scheduled for Friday, October 4<sup>th</sup> through Sunday, October 6<sup>th</sup>. Thursday, October 3<sup>rd</sup> will kick off the sale with an "Invitation Only" evening event for members of the Friends in good standing. Refreshments will be served, and Friends will be offered a special preview and opportunity to purchase books from the sale: Erin and Janet will coordinate refreshments as the date becomes closer.

- **Budget Proposal Task Group:** Erin will chair as a Friends' budget is developed for 2014, with Laura and Andrea participating. Sandy, as Treasurer, will be present to provide figures for the past four years.

- **Bylaws Task Group:** Robin will chair this group, with Marcia and Laura as members. The anticipated timeline and tasking were briefly reviewed. This group will meet in September, after online coordination and individual review of the current bylaws.

- Marcia reported the old/antique books pulled from donations and inspected by Wentworth and Leggett were reported to be in poor condition. The Board was in general agreement that a Vintage Books shelf be established as part of the Ongoing Book Sale, and that \$5.00 be charged for books deemed to be in that category.
- The Board Contact List was reviewed: Robin will distribute updated copies to Board members electronically.

### **Other Events:**

- The Friends will once again co-sponsor a local author's presentation and reading, concurrent with the June LAST FRIDAY. The community is invited to attend Deborah Fletcher Mello's presentation and reading in the library's Large Conference Room on June 28<sup>th</sup>, from 6:00 until 7:30 p.m. Ms. Mello will also have several of her titles for sale at this event.
- The Friends will also co-sponsor a program by local author Brenda Chambers McKean on Monday, July 29<sup>th</sup> at 6:00 p.m. Ms McKean has authored a two-volume book chronicling the lives of North Carolina women and other civilians during the Civil War. Copies of her work, *Blood and War at My Doorstep* will be available for purchase.
- Janet noted that publication of a Friends' newsletter is expected in early July.
- Janet passed two cards around the table which the Friends recently received from members of the library staff: One thanking the Friends for the Staff Appreciation Breakfast; and one expressing thanks for Friends' funding of the Summer Reading Program prizes. She noted the graciousness of each note, and the board concurred.

### **News from the Library:**

- Erin reported that County Commissioners will be presented with the library's proposed 2014 budget at tomorrow evening's meeting. Lucinda will be contacted on/by June 18<sup>th</sup> with proposed funding levels for the 2014 fiscal year. (July 1, 2013 - June 30, 2014)
- Senior library staff will meet next week to flesh out the Strategic Plan. County Commissioners liked the plan as presented: The next step is to flesh out the plan by adding substantive detail.

A motion to ADJOURN was approved at 6:28 p.m. **(M Chris Holaday / S Laura Simmons)**

The next meeting is scheduled for 6:00 p.m. on September 9<sup>th</sup> in the Large Conference Room.

Robin C. Bedingfield  
Secretary