

FOCPL Board of Directors

DRAFT Minutes from the Meeting of September 9, 2013

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

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

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

Absent: *Sandy Gerstner.*

A quorum was present.

Minutes: Robin presented the draft minutes from the Board's June 10th meeting. The minutes were **APPROVED as written.** (M *Laura Simmons* /S *Marcia Cameron*)

Financial Reports: Mark presented the draft reports for the months of June, July and August. The Financial Reports were **APPROVED as written.** (M *Robin Bedingfield*/S *Mark Smith*)

It was noted that sales figures for the ongoing book sale are lower than anticipated/budgeted, at least in part due to a realignment of the income between budget lines. It was noted that the printing costs for the paver project (through November 1st) are included in the expenditures during this period.

Updates: The Nominating Committee is tasked to find four qualified and willing people to serve on the Friends' Board of Directors for the 2014-16 term. Janet, Erin, Sandy and Robin's positions must be filled. Erin, Robin and Mark will serve on the Committee. Initial coordination will be conducted via email.

- **The Fall Book Sale:** Chris will send the updated volunteer schedule out via email tomorrow. The Board **APPROVED by Acclamation** the allocation of \$150. for the purchase of refreshments for the Thursday, October 3rd, Friends Only Books and Nibbles event. The event will be held as a "sneak preview" of the Book Sale, open to Friends in Good Standing from 6:00 until 8:00 p.m. Invitations will be sent electronically with responses requested. No scanners will be allowed at this event. The Board also **APPROVED by Acclamation** the allocation of \$50. to purchase snacks and water for Book Sale volunteers.

- Flyers advertising the Fall Book Sale will be distributed to each elementary school in the district, with a copy for each child to take home. The Friends **APPROVED by Acclamation** funding the purchase of brightly colored paper for the flyers. Response was poor to the 4200 flyers disseminated prior to the 2013 Spring Book Sale, but Board members agreed the timing of that sale was unfortunate - during Spring Break when many families were away. The Board concurred that a second round of invitations is needed to test the efficacy of the flyers to bring young families to the Book Sale. Printing the added promise of one free children's book per child was **APPROVED by Acclamation.**

- The draft Duties of Board Members during the semi-annual Book Sales was **APPROVED by General Consent**, and will be posted during the Book Sale.

- Effective with the Spring 2014 Book Sale, prices will be increased to \$2. for hardbacks (3 for \$5.) and \$1. for paperbacks was **APPROVED**. (**M Marcia Cameron /S Mark Smith**) Children's books will remain at \$.50.
- In preparation for the 2014 Budget Proposal Committee Meeting, Erin asked for input from Board members. Sandy will forward last year's budget to Committee members for their review prior to the meeting. Laura and Andrea also serve on that committee.
- The Library Policy on Donations will be sent out to the Friends' listserv to ensure members know that the books must be both current (within five years of publication,) and gently used.
- The Bylaws Committee will meet Friday, September 20th at 10:30 a.m. (*Note: Subsequent to meeting, that date was changed and the committee met Monday, September 30th.*)
- The Action Item List was reviewed: No changes were made.

Other:

- Erin posed to the Board setting annual goals for new memberships. Starting with 2014 the committee chair will establish numbers for the coming year(s).
- Erin also recommended the Board consider hosting a signature fundraising event for the Friends by the Fall of 2015.

- (*Note: Subsequent to meeting, the annual review of Friends' Membership dues for the coming year was conducted via email and **APPROVED** as follows for 2014:*

- Individual Membership \$15 (*remained the same*)
- Family Membership \$25 (*remained the same*)
- Benefactor \$50 (*formerly Donor*)
- Patron \$100 (*formerly Sustainer*)

(M Robin Bedingfield /S Marcia Cameron)

News from the Library:

- Lucinda reported that the Board of County Commissioners will see the Library's Strategic Plan, new and improved with many specifics added, at their September 12th meeting. She gave kudos to her staff for their hard work and is looking forward to a positive response from the BOCC. She also thanked Dr Colleen Bridger, Director of Public Health for Orange County, for her assistance.
- Lucinda reported that there is a proposed redesign for the entire library floor, to update and modernize how space is used. She anticipates that Friends' funding will be needed to assist with the technology and programming portions of this redesign.

- Lucinda proposed four requests for Friends' funding:

- That the Friends cover 1/2 of the cost of a new logo, currently budgeted at \$1,500. to update the image of the library. The request to pay up to \$750. was **APPROVED**. (**M Robin Bedingfield / S Laura Simmons**)
The other half of the cost will be covered by the Friends of the Carrboro Library.

- In addition, she asked that the Friends retroactively pay \$1,000. for attendance at a staff retreat in August. The request was **APPROVED**. (**M Mark Smith / S Robin Bedingfield**)

- \$300. was requested to fund a new staff member's attendance at the North Carolina Library Association's 60th Biennial Convention at the Benton Convention Center in Winston-Salem in October. The request was **APPROVED**. (**M Robin Bedingfield / S Chris Holaday**)

- Lastly, Lucinda asked that the Friends allocate up to \$3,000. to purchase a new CD/DVD/BluRay cleaner: The library's current machine is worn out, and replacing it is a relatively inexpensive way to increase the circulation longevity of these materials. The request was **APPROVED**.

(**M Laura Simmons / S Erin Shepherd**)

A motion to ADJOURN was **APPROVED** at 7:44 p.m. (**M Robin Bedingfield / S Bill Barrows**)

The next meeting is scheduled for 6:00 on October 14th in the Large Conference Room.

Robin C. Bedingfield
Secretary