

FOCPL Monthly Meeting of the Board
Minutes of July 9, 2014 Meeting
submitted by FOCPL Board Secretary, Lori-Anne Shapiro

Present: Tommy McNeil, Laura Simmons, Marcia Cameron, Linda DiGangi, Lori-Anne Shapiro, Tori Williams, Bill Barrows, Mark Smith

Ex-Officio: Andrea Tullos

Absent: Chris Holaday

Call to Order: 6:06pm

Review of Agenda: added issue of possible resignation of Chris Holaday from FOCPL Board

Minutes of June 2014 FOCPL Monthly Meeting: reviewed and praised by Members; Linda presented her list of multiple corrections; Minutes approved, pending Linda's corrections.

Possible resignation of Chris Holaday: Tommy received communication from Chris indicating he is asking to resign from Board due to new job responsibilities. Tommy voiced strong interest in retaining Chris without requiring his attendance at Monthly Meetings, especially as Chris is still willing to contribute his help with FOCPL Newsletter and Semi-Annual Book Sales. Tommy surveyed Board Members for their point of view. Laura raised issue of FOCPL Board **By-Laws** that clearly state that all Members have to attend at least 50% of Board Meetings or be asked to resign. Other Board Members agreed with Laura on the importance of adhering to organizational by-laws; everyone also in favor of having Chris continue volunteering in key functional areas of FOCPL activities. Everyone also agreed that a replacement for Chris' Board position would be helpful. Tori stated it would be ideal if Chris could document what he does on a zip drive or cloud as no position should be irreplaceable. Andrea stated that previous President Janet Flowers created a notebook of steps to follow for Book Sales, which she gave to Tommy. Re: Chris' resignation, Tommy agreed to contact him to proceed while also encouraging his continued activities as a Friend; Tommy will also ask Chris to document his processes. Once Tommy's contact with Chris takes place, Board will seek to replace Vacancy on Board. Laura is trying to locate clean copy of FOCPL By-Laws to distribute to current Board Members; she will seek assistance from Robin Bedingfield, previous Secretary.

Treasurer's Report, including Pavers' Report: by Mark Smith

Report reviewed at length. As referenced in June Minutes, there were three sources of outstanding funds that are now reconciled in today's Financial Report. They included funds from Raffle for Eggs \$85.00; proceeds from Hot Tin Roof (HTR) Raffle \$171.; and, revenue from percentage of drinks sold and tips collected \$300. at HTR. Marcia stated we are still waiting for \$760. (estimate) from consignment.com for period April-June 2014. Re: Spring Book Sale, Mark states that revenue raised was of similar range as Book Sale last year, but this year has addition of income from consignment program.

(Secretary's note of explanation: The aforementioned "eggs" consisted of two decorative Eastern European Eggs donated by Statler Gilfillen to the Friends for a raffle, collected during his years in Europe; the raffle raised over \$100. and profit was all donated to the Friends.)

Board agreed Treasurer's Report stands to audit.

Mark agreed to update the spreadsheet with the appropriate classifications for the deposits from recent events. Mark & Linda agreed to meet to make sure all deposits and expenses are accounted for.

Mark made a **Motion** to transfer \$5000. to Triangle Community Foundation to offset excess in checking account, Laura seconded Motion. Tori then made a Friendly Amendment to raise amount to \$10,000.; Mark seconded Amendment; and, Motion passed unanimously.

Andrea stated Lucinda mentioned two items for which OCPL would like to request funds from FOCPL: official durable signage for events and a collapsible tent. Members in agreement; the actual amount of these items will be presented at next Meeting.

Re: pavers, 58 were ordered. All have been installed, except for three, two of which need to be replaced due to vendor error on information printed on bricks. Andrea anticipates some general moving around of pavers during the process of installing these recent pavers.

Committee Reports: Laura distributed current listing of committee memberships. All Board Members reviewed listing; several volunteered to be added to committees of their interest. The following represents listing of all committees:

Semi-Annual Book Sales: Bill Barrows, Chair; Lori-Anne, Linda, Laura, and Chris

Finance: Mark Smith, Chair: Linda, Tommy, Tori, and Laura

Events: Laura and Marcia, Co-Chairs; Tommy, Linda, and Lori-Anne

Membership: Tommy, Chair; Mark, Laura, Lori-Anne, and Tori

Newsletter: Sara Levinson, Chair; Tommy, Lori-Anne, Chris, Josh Walker, Erin Hils, Andrea Tullos

On-Going Book Sale: Marcia, Chair; Laura, Nancy & Lou Walters, Bartow Culp, and Tommy

Book Consignment Report by Marcia Cameron: still awaiting funds from Consignment.com of \$760. (estimate) for April 1–June 30, 2014. Marcia has also been contacted by a second book consignment group to whom two boxes of books were sold. All Board Members agreed that consignment is an easy revenue-positive way of handling collected books!

Semi-Annual Book Sale: Given information from Lucina about OCPL Meeting Room availability and ruling out any conflicts with neighboring libraries for book sale dates, Laura made **Motion**, seconded by Marcia and Bill, to hold OCPL Fall Book Sale on Sept 26, 27, and 28; Motion passed unanimously. Bill Barrows will continue to be Chair of Book Sale Committee; Lori-Anne, Linda DiGangi, Laura Simmons, and Chris Holaday will assist Bill as Committee Members. Laura made note that BookFinder.com is an excellent resource for identifying schedule of local book sales.

Author's Talk and Signing Event co-sponsored by FOCPL: Jessica Scott, local author, will present Back To You, a story in her military romance Coming Home series on Saturday August 9, 2014 at 4-5:30pm. Tommy volunteered to represent FOCPL at event and he will introduce author. He will have membership applications available for new and renewing members. Copies of book will be made available for purchase by Purple Crow Books. Andrea clarified process by which Purple Crow sells their books and, in turn, makes yearly one lump sum donation to FOCPL.

Maya Angelou Program: Tommy feels strongly that Board and Staff should make this program as successful a program as possible to honor the life and legacy of Dr. Angelou, and especially to promote her love of literacy. Tommy asked for as many Board Members to attend as possible, and hopes for

publicity on the OCPL web-site and in the News on Orange newspaper. Andrea mentioned that Erin Hills is responsible for press releases. Again, the event will focus on teens and young adult readers. Tommy specifically asked Andrea to have Board Member Lori-Anne included in the planning and programming of this event; Andrea easily welcomed Lori-Anne's enthusiasm and interest, and agreed to connect Lori-Anne with Jessica Arnold.

FOCPL Newsletter: Tommy reported that for next issue of FOCPL Newsletter he was interviewed as Board President by Board Secretary Lori-Anne. He especially wanted to appreciate work done by Friend Sara Levinson on Newsletter. He asked if there were any other articles that the Board wanted to submit. Linda said she would try to write up reviews of the two Author Talks that took place on June 14th and 16th. No one else had other submissions to offer. Lori-Anne agreed to send email to Sara from FOCPL Board to thank her for her efforts on Newsletter.

Secretary's Report (thank you notes & membership renewals):

Tommy and Linda asked Lori-Anne to send thank you notes to Mark Bateman of Hot Tin Roof for his support, reinforcing our interest in holding the fundraiser again next year, and to Statler Gilfillen for donating his eggs for the Raffle.

Lori-Anne indicated concern about lack of clear process on New and Renewing Memberships. Linda stated that she gets applications from mail box, which she then distributes at monthly meetings to Lori-Anne for thank you notes and to Tommy as Membership Chair. Tori indicated that Ed Flowers puts people on the list serve, which Tommy then uses as basis for sending out Newsletter.

Lori-Anne also asked about Friends' Appreciation event and Staff Appreciation event; Andrea stated that because of new structure introduced to daily staff schedule, the Staff Appreciation event will not be able to be a sit-down event like last year but will have to be a revolving open house-type style.

President's Statement of Appreciation: Prior to adjourning Meeting, Tommy asked for Board's attention to express his deep appreciation for all the time and effort that Board Members have been making on behalf of group's goals and objectives. Lori-Anne, in turn, thanked Tommy for his contributions.

Next Board Meeting: August 13, 2014

Adjournment: At 7:27pm Motion made by Marcia to adjourn Meeting, seconded by Bill, passed unanimously.