

**FRIENDS OF THE ORANGE COUNTY PUBLIC LIBRARY
REGULAR MEETING MINUTES
JANUARY 15, 2015**

Submitted by: Shannon Turlington, Secretary

Present: Tommy McNeill, Robin Crawford, Marcia Cameron, Lori-Anne Shapiro, Mark Smith, Shannon Turlington, Tori Williams Reid

Absent: Bill Barrows

Ex Officio: Andrea Tullos

Call to order: 6:00p.m.

Review of Agenda: Note: Change in meeting date from originally scheduled date of January 14 due to inclement weather.

All Board Members are to complete 2015 Membership Form and pay in full to be in accordance with the bylaws. Submit completed applications and checks to Tori.

Introduction of New Members: Robin Crawford, Chair, Membership committee, and Shannon Turlington, Chair, Newsletter Committee.

Minutes of December 2014 Meeting: Lori submitted Minutes for review only; it was brought to Board's attention that Minutes from Annual Meeting do not have to be approved, only reviewed.

New Member Orientation/Roles: Lori summarized the Orientation meeting with Janet Flowers on January 7. Lori, Robin, and Tori were present. New members received copies of Bylaws, Memorandum of Understanding, Board member expectations, and check reimbursement form.

Membership Committee Report: Robin reported that the committee plans to contact all members by phone and listserv and solicit feedback. The committee plans to reach out to the community and hold meet-and-greets in the Library to recruit new members.

Newsletter Committee: Shannon reported that the new committee currently consists of Shannon as Editor and Janie Trumbull as Copy-editor. A transitional meeting was held with Josh Walker in December to receive graphics and templates. Shannon will send an ad for a new volunteer designer to Lori for distribution via the listserv and Library front desk. The next newsletter is planned for March.

Secretary Position: Shannon agreed to serve as Secretary for current Board of 2015.

Brainstorm 2015 Priorities

1. Theme for 2015 is "speak louder" and showcasing the FOCPL's contributions to the Library.
2. Andrea suggested holding another fundraiser at Hot Tin Roof. A potential date of April 20 was proposed. Andrea will contact the Hot Tin Roof to confirm.

3. Lori reported that The Whistle offered to host a membership recruitment/fundraising event. Lori and Robin will decide on a date, possibly in March, and contact the Whistle to arrange the event.
4. Andrea reported that upstairs renovations will begin on February 23. Proposed making a sign to display in the Library while construction is going on to highlight the FOCPL's contribution to the construction. Mark will email the wording for the sign to Andrea.
5. Andrea proposed displaying a digital photo album commemorating all activities of the FOCPL. The Library's new Communications Specialist can help with this.
6. Lori suggested a Google calendar with all Friends activities that can be shared. Shannon will help Lori set this up.
7. Lori proposed a Staff Appreciation event. The Board discussed holding on a drop-in event in September on a Tuesday, Wednesday, or Thursday. Marcia will lead the planning for this event.
8. Lori suggested several additional ideas:
 - a. a membership event, such as a Writers and Readers event
 - b. co-sponsoring another event with the three Friends groups in Chapel Hill and Carrboro, following on the success of the Maya Angelou event
 - c. co-sponsoring an event with the Carrboro Friends group
 - d. acknowledge National Friends of Library Week in October
 - e. ribbon-cutting ceremony in Carrboro
9. Andrea reported that Summer Reading Kickoff will be held in June 6, with events going on inside and outside the library.
10. Tori reported that on February 15, the Carrboro Friends are hosting a reception to honor past and present members of the Arts Committee.
11. Letterhead: Tommy shared an example of letterhead to be used as a model for FOCPL letterhead. Shannon will create an FOCPL letterhead template.

Open Board Position: Kathy Key resigned from the Board prior to the meeting, leaving an opening. Lori will recruit from the listserv and create a takeaway for the front desk.

Ongoing Book/Consignment Sales: Marcia reported that the Library will accept donations of books year-round for sale by consignment and in the on-going book sale. Book Consignments is contracted for consignment sales; they will submit a check for the last quarter of 2014 in mid-January. All unsold books will be earmarked for the semi-annual book sale.

Other Committee Reports: Lori reported that Bill Barrows no longer wants to be the coordinator for the semi-annual book sales and would instead like to serve on the Membership committee. Lori will call Chris Holliday and put out a general notice to the membership at large for new book sale volunteers.

Andrea confirmed times of semi-annual book sale scheduled April 24-26: Friday 4-7p.m.; Saturday 10a.m.-5p.m.; Sunday 12-4p.m.

New/Old Business OCPL:

1. Andrea reported that new artwork by a local consignment group, Mike's Art Truck, featuring 'outsider art' will be displayed around the Library through March.
2. The new Communications Specialist, Libby Hough, begins work on February 9.
3. The Library Systems Manager position is open and being recruited.
4. The Library's strategic plan includes boosting membership of the FOCPL. Coordinate planning of any FOCPL events with the Library staff well ahead of time to ensure that space is available.
5. Board meetings will continue on the second Wednesday at 6p.m. Andrea will reserve the meeting room.
6. Kindles in the book sale sold immediately. Old Kindles can be donated for sale.

Motion: Tommy moved to set aside \$1,000 for the year to the Membership Committee for expenses associated with organized programs; Lori seconded; passed unanimously.

Treasurer's Report: Mark submitted the financial report for December 2014. Mark will prepare a 2015 budget for the February Board meeting. Mark and Tori will conduct a review of 2014 financials and bank statements with Attorney Crawford and report to the Board.

Next Board Meeting Notice and Adjournment

- a. Wednesday, February 11, 2015, 6p.m., Library Meeting Room
- b. Adjournment at 7:40p.m.