

Meeting Minutes, Friends of the Durham Library Board
9 September 2010, 7:30 p.m.
Auditorium, Main Library

Attending Board Members: Ann Wilder, presiding; Mary Auen; Betty Danielson; Roz Grace; Vicki Hertz, Jan Hessling; Tara Lake; Gerry Larson, Jeff Laufenberg, Wendell Musser; Rob Rabb; Martha Scotford.

Also attending: Carol Ann Walters, Book Sale Co-Chair; Anastasia Bush, Library Development.

Call to Order

Ann Wilder called the board meeting to order at 7:30 p.m.

Approval of Minutes

The board approved the minutes of the August 2010 meeting.

Treasurer's Report (Jeff Laufenberg and Betty Danielson)

Jeff reported the following for 2010-2011 year-to-date:

Year-to-date income:	\$9,196.11
Year-to-date expenses:	\$18,688.29

Jeff also reported the following for August 2010:

Monthly income:	\$4040.17
Monthly expenses:	\$9818.27
Checking account balance:	\$11,285.59
Savings account balance:	\$72,880.01

Jeff noted that the vending machine income is trending upward. He also stated that there are three outstanding projects from 2009-2010, and when those are paid for we will just hit our budget for last year.

Betty stated that some income was received from the satellite booksales in August but will not be reflected in the financial report until September. Income is counted in the financial report when the money is deposited in our checking account.

The board approved the treasurer's report.

Standing Committee Reports

Book Sale (Carol Ann Walters, Book Sale co-chair) On Tuesday of this week, the sorters discovered termites in some of the boxes in the shed. The shed will have to be emptied and fumigators from the county will come in. The shed has settled, and is now touching the ground. It will need to be jacked up to help avoid further pest problems. Because the Friends donated the shed to the County as a condition of locating it on County property, the members of the board are assuming that the County will be responsible for lifting the shed and realigning the ramp, etc.

The Main library and the branch libraries are all overflowing with book donations, and there is no where to put them. The branch libraries do not have space to store a lot of donations, and the staff at South is gleaning books from the old Parkwood collection, which makes things even more difficult.

Ann Wilder and Angela Zoltners have scheduled a meeting with library staff to try to figure out a solution to the problem of dealing with our volume of donations.

Stasi Bush stated that Priscilla Lewis has suggested that donations be limited to one bag (not box) at the branches, and that we require that bigger donations have to go downtown. The booksale committee is not enthusiastic about this proposal, as they do not want to do anything

that would discourage people from donating. Priscilla has also suggested that the Friends hire TROSA to haul donations from the branches to downtown, because the library staff can barely keep up shuttling library books back and forth.

The sorting volunteers are also tired of being reprimanded by library staff when they come to work on Tuesdays. as donated books are inevitably blocking the floor and the steps in the garage. As Carol Ann stated, this is really not the sorters' fault, as the library staff and security staff are not giving donors good directions on where they can leave books in the garage.

The board discussed several possible options that might help ease the problem of having too many books:

- Hire TROSA one day or half-day once a week or once every other week. Possible tasks could include shuttling books from the branch libraries to the main library, sorting and boxing books at the branch libraries, and rearranging cartons at the main library.
- Coordinate with Elsa Woods to find volunteers who could sort and box books at the branch libraries.
- Rent a POD to get some of the books offsite.

Ann and Angela will take these suggestions to their meeting with library staff.

Book Sale Publicity (Roz) We are doing exactly the same publicity package as we did for the April sale. Publicity will cost approximately \$3000, and will include ads in the Herald-Sun (which have already begun running), in the Durham News, and in the Independent. Letters to schools and book sellers have been mailed.

Membership (Vicki Hertz)

Vicki reported the following membership numbers for August 31, 2010:

Adult	161
Senior	89
Life	60
Patron	10
Sustaining	29
Youth	5
Family	129
Friend Donor	4
Foundation Donor	<u>638</u>
Total	1125

Vicki also noted that the library staff has recommended that we send out membership reminder postcards twice a year (instead of the four times per year indicated on the Friends calendar). This will reduce confusion between our mailings and Foundation mailings. Reminder postcards will be mailed 4-6 weeks prior to each book sale.

Nominating (Aviva Starr) No report.

Liaison Reports

Foundation Liaison (Roz) The Foundation board is meeting next week. Ann Wilder will talk to Ann Craver about having a Foundation representative at our meetings.

Board of Trustees Liaison (Wendell) The next Board of Trustees meeting is Sept 21 at South.

Old Business

Tote Bag Sales New tote bags, in royal blue and green, have arrived. Bags have been distributed to all the libraries, except for Bragtown and McDougald Terrace. Stasi has set aside 100 bags for the book sale.

Vending Machines There has been no progress on returning the coffee machine. Joel is currently doing all the shopping and stocking of the vending machine, which he really doesn't have time to do. Stasi will ask Joel what kind of help would be best for him. We may need to find a volunteer to shop and stock the machine, or perhaps one volunteer to shop and a second to stock the machine. Elsa Wood may be able to help us find volunteers.

New Business

Publicity Opportunities Roz presented a schedule of community events where the Friends could set up a table to generate publicity for the Friends and the book sales. The board voted to staff a table at the Durham Art Walk on November 20 and 21. The library marketing department will pay the cost of the table. Gerry suggested that we ask the book sorters to set aside art books, craft books, music books, and the like for us to sell at the event.

Proposal Process Proposals are due on Monday, September 13. So far, only one proposal has been turned in. Stasi thinks that proposals have been slow to come in because the libraries are so short staffed, and asked if the board would consider extending the proposal deadline to 5:00pm on Thursday, September 16. The board agreed to do so.

Interim Library Director's Report

Stasi presented a report from Priscilla Lewis. Priscilla is working on the library director search. Finalist candidates will be invited to Durham, where they are scheduled to participate in panel interviews on September 21 (Ann will be participating on behalf of the Friends). On September 22, finalists will take tours of three Main, Sanford L. Warren, and Southwest, and participate in a staff forum.

Marian Fragola, who organized all of the library humanities programs, has been hired by North Carolina State University. The tentative plan is to hire a part-time staff member to implement the programs that Marion has planned through the end of the year. After the first of the year, it may be necessary to scale back humanities programming.

A capital improvement plan for the Main Library is due at the end of September.

The meeting was adjourned at 8:30.

The next meeting will be on October 14 at 7:30pm in the Main Library auditorium.

Respectfully submitted by
Vicki Hertz