

Meeting Minutes, Friends of the Durham Library Board
 14 April 2011, 7:30 p.m.
 Meeting Room, Stanford L. Warren Library

Attending Board Members: Ann Wilder, presiding; Betty Danielson; Roz Grace; Vicki Hertz, Janet Hessling; Jeff Laufenberg; Wendell Musser; Rob Rabb; Martha Scotford; Aviva Starr; Andre Vann
 Also attending: Tammy Baggett, Library Director; 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 March 2011 meeting.

Treasurer's Report

Jeff and Betty submitted the following for 2010-2011 year-to-date:

Year-to-date income: \$96,263.98
 Year-to-date expenses: \$83,765.21

Jeff and Betty submitted the following for March 2011:

Monthly income: \$11,345.46
 Monthly expenses: \$3,876.45
 Checking account balance: \$23,296.94
 Savings account balance: \$82,924.01

In this month's financial statement, miscellaneous gifts includes the final refund payment on the coffee vending machine. Jeff said that beginning next month he will add a new line to income and expenses to account for credit card income and expenses.

Betty submitted the following information regarding receipts from the book sale held April 8-10. Approximately 20% of sales for the book sale came from credit cards.

	Cash	Checks	Credit Cards	Total
Friday	\$3070.00	\$8,336.50	\$2440.50	\$13,847.00
Saturday	\$3790.00	\$1,442.25	\$2333.60	\$7,565.85
Sunday	\$4,102.30	\$887.50	\$633.25	\$5623.05
Start Cash	-\$1,485.00			-\$1485.00
Total	\$9,477.30	\$10,666.25	\$5,407.35	\$25,550.90
Membership	\$1,058.00	\$535.00	\$270.00	\$1,863.00
Start Cash	-\$200.00			-\$200.00
Total				\$1,663.00
Credit Card Transactions	Friday: 45	Saturday: 86	Sunday: 45	

The board approved the treasurer's report.

The board also approved a motion to hire Christine Moore to help prepare our budget, reconcile our accounts (including monthly financial statements), and prepare tax returns. Christine's rate is \$18 per hour, and she estimates that she will need to spend 4-6 hours a month on our books, with additional time required during months during which tax forms and other reports are due. Jeff will check Christine's references, and Ann, Betty, and Jeff will work on a contract for Christine. The board suggested that Christine start in May so she can shadow Jeff for a month and see how he prepares the budget for FY2011-2012.

Standing Committee Reports

Book Sale As Betty reported, the book sale grossed \$25,550.90.

Membership (Vicki)

Vicki reported the following membership numbers for March 31, 2011:

Adult	180
Senior	118
Life	66
Patron	13
Sustaining	38
Youth	6
Family	130
Friend Donor	5
Foundation Donor	<u>616</u>
Total	1172

Nominating (Aviva) Aviva has received eight applications from prospective board members. Aviva also will work on finding replacements for officers and committee chairs who are leaving the board.

Scholarships (Roz) Two scholarship applications have been submitted. The scholarship committee will conduct face-to-face interviews next week.

Liaison Reports

Foundation Liaison (Roz) No report.

Board of Trustees Liaison The trustees met in March. Preparations are being made for a board retreat. The board is also getting ready to fill a new executive secretarial position.

Old Business

Books on Tap Lots of restaurants and bars will be participating in this program. A book collection box with poster will go into each restaurant and bar for the week of the event. Most participating bars and restaurants will deliver their donations to the Main library so Friends volunteers don't have to get them.

Vending Machines Tammy has been in discussions with the county attorney regarding the vending machines. The county cannot take responsibility for insuring the machines if the county does not own them. The county attorney has suggested that one solution would be for the Friends to donate the machines to the library. The Friends would continue to stock the machines, but we would be reimbursed by the library for our expenses. Vending machine proceeds would go directly to the library, not to the Friends. Members of the board agreed that this would not be an ideal solution, as the Friends would still be responsible for stocking the machines but would not gain any of the income from them. The Friends could donate the machines to the county, but there is some question as to whether the county would actually keep the machines in the library. Library patrons are used to the machines and Tammy would hate to see them go at this point. Tammy agreed to explore further options with the county attorney.

New Business

Annual Meeting The annual meeting will be held June 9 at the Main Library. The public part of the meeting will include electing officers and approving the budget. The new board will then move into a regular business meeting. The annual meeting will start at 7:00 with refreshments and recognition of all of our scholarship winners, especially the two students who are graduating this spring.

Key Volunteer Luncheon All of the book sorters have been nominated for the Key Volunteer award, to be presented at the Key Volunteer luncheon on Monday, April 25. Ann, Stasi, Tammy Baggett, and thirteen sorters will be attending.

Staff Day Expenses Tammy Baggett has expanded the May Staff Day to be the entire day, instead of the originally planned half day. The board voted to provide an additional \$1350.00 for staff lunches on the May Staff Day.

Proposals The board reviewed each of the proposals submitted by library staff for the spring award cycle.

1. *Books on CD for Young Listeners*. No questions.
2. *Civil Rights Banners for Community Outreach*. The board asked for a report on feedback or evaluations of the banners
3. *Durham Kids Got Talent*. No questions.
4. *East Durham Voices Creative Writing Group*. No questions.
5. *East Regional Saturday Creative Art Park*. The board agreed to invite Tanika to the May board meeting to answer questions such as what is the age group, what are the specific art activities, why were those stories chosen for acting out, have you connected with Reader's Theatre or talked to local schools/preschools to get loans of art equipment?
6. *East Regional's Young & Impressionable Readers Interactive Stories Acting Group*. No questions.
7. *Ebook Startup Collection*. No questions.
8. *Gamin' On YA (Young Adults)*. The board asked library staff to prepare a systemwide proposal for gaming.
9. *Gaming Initiative for Behavior Modification and Teen Literacy*. The board asked library staff to prepare a systemwide proposal for gaming.
10. *Homework HelpNow* No questions.
11. *Library Anywhere App for Smartphones*. No questions.
12. *Marketplace at Main Library*. No questions.
13. *Northwest Earth Institute*. No questions.
14. *Photography Club*. No questions.
15. *Reading Companion Literacy Program*. No questions.
16. *Regional Laptop for Programming*. No questions.
17. *RomCon (Romance Conference)*. No questions.
18. *Small Business Week*. No questions.
19. *Southwest PAC stools*. No questions.
20. *Staff Appreciation Breakfast and Lunch (for Staff Day)*. No questions.
21. *Strength to Praise Teen Writing Workshop with Zelda Lockhart*. No questions.
22. *Supplemental DVD Funding*. No questions.
23. *The Selena Warren Wheeler Warren Collection Development Analysis*. No questions.
24. *Three Staff Chairs for Service Desks*. No questions.
25. *Upgrade Youth Video Game System*. The board asked library staff to prepare a systemwide proposal for gaming.
26. *Video Contest*. No questions.

Library News (Tammy Baggett)

Tammy reported that Deputy County Manager Wendell Davis is moving to North Carolina Central University..

The meeting was adjourned at 9:00.

The next meeting will be on May 12 at **7:00pm** in the **Main Library** auditorium.

Respectfully submitted by
Vicki Hertz