

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

Attending Board Members: Aviva Starr, presiding; Mary Auen; Roz Grace, Vicki Hertz; Gerry Larson; Jeff Laufenberg; Wendell Musser; Bobbie Walters-Brown; Ann Wilder; Angela Zoltners.

Also attending: Skip Auld, Library Director; Stasi Bush, Grant Writer.

Call to Order

Aviva Starr called the board meeting to order at 7:30 p.m.

Approval of Minutes

The board approved the minutes for the January 2010 meeting.

Treasurer's Report (Mary)

Mary reported the following for FY 2009-2010 year-to-date:

Year-to-date income:	\$63,298.89
Carryover	\$24,000.00
Total Year-to-date Income	\$87,298.89
Year-to-date expenses:	\$73,724.18

Mary also reported the following for January 2010:

Monthly income:	\$4,947.28
Monthly expenses:	\$13,438.33
Checking account balance	\$6,954.71
Savings account balance	\$77,821.81

The board approved the treasurer's report.

Standing Committee Reports

Book Sale (Angela)

No book sale report. Sorting is continuing for the April sale. Martha and Jerry will begin recruiting volunteer cashiers about six weeks to a month before the sale.

Membership (Vicki)

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

Adult	197
Senior	78
Life	59
Patron	4
Sustaining	26
Youth	3
Family	152
Friend Donor	6
Foundation Donor	<u>764</u>
Total	1289

Nominating (Bobbie)

The nominating committee met with Betty Danielson and Rob Rabb, who were both enthusiastic about serving on the board. The board voted to accept both candidates. With these two new board members, we still have one vacancy to fill. Bobbie gives all new board members a packet of information about the Friends and board activities. Our next board meeting (March 3) will begin at 7:15, to give the new board members an opportunity to meet all of us.

Scholarship Committee (Roz)

Applications are coming in. Applications are due March 31 and the scholarship winners will be determined by April 30. Plans are to announce the scholarship winners on Staff Day (May 12). We originally voted to fund a two-year scholarship program. The board needs to vote to extend the

scholarship program past this year. If a two-year scholarship is awarded this year, we will be committing ourselves to funding the program beyond the original two years.

Liaison Reports

Liaison to the Durham Library Foundation (Angela)

The February meeting was postponed to March due to inclement weather.

Liaison to the Durham Library Board of Trustees (Wendell)

The board of trustees did not meet last month.

Old Business

Tote Bags

Library staff is working on the art work for the bags and the bag color.

Duke Friends: Donation Day

The Duke Friends suggested that we park a vehicle (preferably the Discovery Mobile) in front of Duke Chapel instead of trying to get space on the quad. Using the Discovery Mobile would cut down on the signage we would need to provide. We will need at least two (preferably three) parking spaces and three vehicles. The Discovery Mobile would be parked for the duration of the book drive, while two other vehicles would be used to load books and shuttle them to the downtown library. We will need to have people collecting book on campus, people in the library garage to receive the books, and drivers to shuttle back and forth.

The Duke Friends suggested two dates that would work well (April 21 and April 22), and the board decided to schedule the book drive for April 22, which is Earth Day. Hours for the book drive will be 11am to 3 pm.

The Duke Friends have also gotten us a discount for ads in the Chronicle. A 1/8-page ad will be \$91 and a 1/4-page ad will be \$182.

Gerry will work with Andre to schedule a book drive at NCCU.

Recognition of Library Staff

Ann will arrange to deliver baskets of cookies and/or cupcakes to library staff on National Library Workers Day, which is April 13. Her budget is \$500-\$750.

New Business

Large Book Donation

A donor near Duke Park has a donation that has been packed into approximately 50 boxes, which need to be picked up. Stasi will contact the donor and schedule a time for pickup. (Secretary's Note: Pickup was scheduled for Friday, February 5 at 2:30. However, pickup was postponed due to heavy rain and will be rescheduled.)

Hotspot

Joel is almost ready to order the vending equipment. County General Services will install a water line for the coffee machine.

Patrons will not be required to keep food and drink in the vending area. In an effort to cut down on loitering in the vending area, Joel will be ordering only two tall tables with two chairs for each table. Joel hopes to have the area up and running sometime in March.

Skip stated that all tasks required for running the Hotspot will be performed by library staff, unless there are specific tasks that the Friends wish to do themselves. The board agreed that we cannot manage the Hotspot in absentia and will have to leave most tasks to library staff. We do plan to manage the money that is collected from the machines.

Skip wants to limit the number of staff members who have access to the vending machine cash. Staff at the circulation desk are already collecting cash from the book sales, but cash from the vending machines should be kept separate.

Mary stated that she is already overloaded trying to keep up with the money from the book sales and is not able to take on the vending machine money as well.

Stasi volunteered to empty the machines and keep the money until it is picked up by a board member. We will probably need someone to pick up the money once a week, count it, and deposit it in the bank. After one or two months, we should have a better idea of how often money will need to be collected and deposited. Roz volunteered to work with Stasi until we have a better idea of what the parameters of this job will be.

The board also agreed to purchase a coin counting machine.

Volunteer Injury

A volunteer sorter injured her hand in the library garage and has asked the Friends to pay her emergency room bills. Stasi will get more information regarding the bill amounts and what the Friends insurance policy will cover.

Library News (Skip)

Southwest and South Regional Libraries

Fifteen new positions for Southwest and South have been posted internally. After current staff has had an opportunity to apply for these positions, positions that remain unfilled will be posted externally.

Southwest will open on May 25. Parkwood's last day will be May 29 (the Saturday of the Memorial Day weekend), and South will open on June 22. May 3 is the hire date for new staff, and Staff Day will be May 12.

Wendell volunteered to attend the Chamber of Commerce annual meeting and lunch with the library representatives.

Adjournment

Aviva adjourned the meeting at 8:45 p.m.

The next board meeting is scheduled for March 3 at **7:15 pm** in the Main Library **auditorium**.

Submitted by Vicki Hertz