

Meeting Minutes, Friends of the Durham Library Board  
6 August 2008, 7:30 p.m.  
Board Room, Main Library

Attending Board Members: Jeff Anton, Bobbie Walters-Brown, presiding; Mary Auen, Jane Goodridge, Roz Grace, Vicki Hertz, Wendell Musser, Marge Nordstrom, Aviva Starr, Andre Vann, Ann Wilder, Angela Zoltners.

Also attending: Skip Auld, Library Director; Anastasia Bush, Grant Writer; Ron Beauchamp, visitor

### **Call to Order**

Bobbie Walters-Brown called the meeting to order at 7:30 p.m.

### **Approval of Minutes**

The board approved the minutes of the June 2008 annual meeting.

### **Welcome New Members**

The board has 5 new members. Jeff Anton, Roz Grace, and Angela Zoltners were welcomed.

### **Treasurer's Report (Mary)**

Mary reported the following for the 2007-2008 fiscal year:

Total income:	\$119,085.92
Total expenses:	\$ 88,842.55

Mary also reported the following for July 31, 2008:

Year-to-date income:	\$8,551.02
Year-to-date expenses:	\$6,075.84

Jane commented that, now that the shed has been replaced, our large balance will allow us to move forward funding library projects. The board approved the report.

### **Standing Committee Reports**

#### Book Sale (Jane)

The next book sale is October 17-19. The sorters and other book sale workers recently had a meeting in which they decided on new procedures that should help streamline the sorting process.

The regional sales at East, North, Parkwood, and Southwest have netted \$10,000 since they began in February. The book sale committee is planning to add sales at the Main library and at the Stanford L. Warren branch.

The book sale committee is also making plans to hold a Christmas sale on the first Saturday in December at East, North, Parkwood, Southwest, and Main. The book sorters will set aside "gift condition" stock for the sale; board members and other volunteers (book sorters, cashiers, etc.) will be asked to provide free gift wrapping. Elsa Wood has volunteered to coordinate the gift wrappers. Stasi Bush and Gina Rozier will work on publicity, including signage and publicity.

#### Membership (Vicki)

Vicki reported the following membership numbers for July 31:

Adult	172
Senior	47
Life	54
Patron	0
Sustaining	11
Youth	5

Family	101
Friend Donor	12
Foundation Donor	<u>929</u>
Total	1331

Marge questioned why we have the Patron (\$100) and Sustaining (\$50) membership categories, as so few people belong to those categories. The membership committee will study this issue.

#### Nominating (Ann)

Ann thanked all the new members of the board for agreeing to serve..

#### **Liaison Reports**

##### Liaison to the Durham Library Foundation (Vicki)

The Foundation had a retreat at the end of June, where they discussed long-term planning now that the NEH matching grant has been completed. The house that was donated to the Foundation is under contract. The sale of the house will help the Friends meet their operating expenses, as they have a shortage of funds that are not earmarked for specific purposes.

##### Liaison to the Durham Library Board of Trustees (Wendell)

Ken Berger will continue as chair of the Board of Trustees, while Al Roberts will serve as vice chair.

#### **Old Business**

Avia noted that while she is still coordinating the book sale volunteers, she needs to turn this responsibility over to someone else, as she is now serving as vice president. Aviva also reported that she has revised the cashier schedules, to align the shifts in the auditorium and the garage. This should reduce the number of cashier volunteers needed.

#### **New Business**

Stasi reported that the Friends membership database is maintained using the same software that is used to maintain Foundation donor records. The server on which this database is stored is old, and will not accommodate the latest version of the software. A new server will cost approximately \$3000.00, and Stasi is asking the Friends and the Foundation to each contribute no more the \$1500.00 towards the purchase of a new server. When the server is purchased, it will become the property of Durham County and the database will be backed up to the County computer system. When the new server is in place, the Foundation will pay to upgrade the donation software, which is called "Fund Raiser Select." The board voted to approve spending no more than \$1500.00 for the new server.

Stasi reported that the latest issue of the Best of Friends will come out next week. This issue includes a piece that describes all that the Friends did to help the Foundation meet the NEH grant and a piece on the Wii gaming system for teens, plus an ad for the satellite book sales. It also includes an article about John Moorhead, first president of the Friends

The library staff has until June 2009 to complete the projects that were funded during the 2007-2008 fiscal year. These projects will total \$29,000. According to our budget, we are assuming that we will have an additional \$42,500 to spend during the 2008-2009 fiscal year. The board agreed that we need to discuss what kind of projects we want to fund. One option would be to fund a "signature project," as was discussed at our retreat in September 2006. Skip mentioned that a possible signature project would be to purchase video information boards that would display information about programs, book sales, and other library information. Skip will bring more information about these information panels to the next board meeting. He will also ask the library staff to suggest possible signature projects. He will ask for short project descriptions instead of formal proposals.

Ann suggested that we should have a set of volunteer job descriptions that will document the roles and responsibilities of the various Friends volunteers, such as book sorters, cashiers, board officers, and committee chairpeople. These descriptions will help the nominating committee and will also help the board maintain continuity as board member terms begin and expire. Bobbie will send out a template that everyone can use to document what they do in their jobs.

The board agreed that we should hold our September or October meeting at the Southwest branch, before the branch closes for renovation.

### **Library News**

Skip announced the following:

- One of the recommendations that came out of the Foundation retreat was a suggestion that the president of the Friends, the chairman of the Foundation, the chairman of the Board of Trustees, and the library director meet on the regular basis. Skip hopes to schedule a first meeting for the first week in September.
- The Southwest branch will close in November or December and remain closed for about 16 months (12 months for construction and 4 months for set up). There isn't any money for setting up a temporary branch, but Main, Parkwood, and S.L. Warren will be available for patrons.
- Alice Sharpe recently started as the library development officer. The library also has a new archivist for the Selena Wheeler collection, and the new deputy director will start on August 11.
- A new library website was launched on July 1. Meeting rooms can now be booked online. Be sure to visit Skip's blog, "Durham by the Book."

### **Adjournment**

Bobbie adjourned the meeting at 8:55.

Submitted by

Vicki Hertz