

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

Attending Board Members: Bobbie Walters-Brown, presiding; Mary Auen, Vicki Hertz, Felicia Leggett, Wendell Musser, Marge Nordstrom, Gary Snyder, Aviva Starr, Ann Wilder, Bob Wilkinson.

Also attending: Ann Craver, Vice President, Durham Library Foundation; Skip Auld, Library Director; Anastasia Bush, Grant Writer; Gina Rozier, Marketing Manager

### **Call to Order**

Bobbie Walters-Brown, vice president, presided in the place of Jeff Laufenberg, who was absent due to an illness in his family. Bobbie called the meeting to order at 7:30 p.m.

### **Approval of Minutes**

The board approved the minutes of the January 2008 meeting.

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

Mary reported the following:

Year-to-date income:	\$32, 758.56
Year-to-date expenses:	\$36, 934.39

Total contributions to Ed Walters memorial fund: \$1,525.00

The board approved the report.

### **Standing Committee Reports**

#### Book Sale (Jane)

Jane was not in attendance. Aviva passed around a schedule so members of the board could sign up to work at the April book sale.

#### Membership (Vicki)

Vicki reported the following membership numbers for February:

Adult	158
Family	82
Life	51
Patron	2
Senior	48
Sustaining	12
Youth	2
Friend Donor	10
Foundation Donor	1056

#### Nominating (Ann)

The nominating committee did not have a report this month.

### **Liaison Reports**

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

Vicki was unable to attend the January Foundation meeting. Stasi reported that the Foundation met the NEH matching grant with a comfortable margin. While every gift must be certified, Stasi feels comfortable that a sufficient amount was raised to meet the match, even if some gifts are not certified. The contents of the house that was donated to the Foundation were auctioned on January 26, netting approximately \$8,400. The house will now be placed on the market.

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

The Board of Trustees did not meet in January.

## **Old Business**

### Update on the Status of the Book Sale Shed (Marge)

Due to a clause in the UDO, we have a temporary, four-year permit to locate the new shed in the same place as the old shed. On January 14, the county commissioners accepted the donation of the shed to the county. The little shed still needs to be removed and some bushes need to be removed before the new shed can be put in place. Marge reported that Jane and Carol suggested that we wait to get the new shed until after the April book sale because the Smart Boxes are full and it may not be possible to move the shed into place unless the Smart Boxes and the dumpster are moved.

Skip stated that it is important to get the shed in place as quickly as possible. The garage is full of books, and it is becoming increasingly difficult to park the bookmobile. Marge will speak with Jane and Carol and see if placement of the shed can be expedited. This may require that we have Smart Boxes move the full containers off site while the shed is moved into place.

### Timing of Payment of Technology Grant to Foundation (Mary)

The Friends have received a letter from the Foundation, stating that the Foundation understands the Friends' need to delay payment of the balance of the Technology grant until after the April book sale.

### Update on Triangle Community Foundation Agency Issue (Skip)

Skip, Jeff, Gina Rozier, and Anastasia Bush met with Fred Stang, Director of Development for the Triangle Community Foundation (TCF) to try to sort out who owns and who controls the Friends fund held by the TCF. The fund is an Agency fund, which is totally controlled by the Friends. The Board of Trustees of the Library and the Library Foundation have no interest in or control over the principal or the distribution of proceeds.

Proceeds from the fund will be distributed to the Friends on a quarterly basis. Distributions are based on an average of income from the current quarter and the previous twelve quarters, minus the TLC's annual management fee of 1% of the fund balance. If the Friends wish, an alternate distribution schedule, such as an annual distribution, can be put into place. In addition, the Friends could add to the principal or plow the distributions back into the principal. The Friends can spend the distributions just as we spend proceeds from the book sale.

The fund is invested in a "moderate" portfolio, with 65% in equities and 35% in a bond fund.

At the January meeting, the Friends voted to allocate \$7,211 in accumulated distributions to the Jonathan Henderson Memorial Fund to help the Library Foundation meet the NEH challenge grant. The Jonathan Henderson Memorial Fund has now exceeded \$10,000, which puts it at the level of a named endowment. The fund will now sit for a year to begin generating income, which will be used for children's programs.

## **Special Guest from the Library Foundation Board**

Ann Craver, vice president of the Library Foundation Board was a special guest. Ann thanked the Friends for donating the \$7,211 in distributions from the TCF fund to the Foundation to help meet the NEH challenge grant.

Ann also stated that the Foundation understands the Friends' need to postpone their final payment on the Technology challenge until after the April book sale. She said that if we need to postpone the payment until later than April, it would not adversely affect the Foundation.

Ann stated that the contributions towards the NEH grant must be certified by the NEH. During January the Foundation was accepting online contributions, and these contributions must specifically say that they are intended to help meet the NEH match. Ann feels confident that the

Foundation has a sufficient cushion to meet the match, even if some contributions are not certified.

The Foundation would like to have a community celebration to honor everyone who contributed to the NEH challenge grant. They would like the invitation to this event to be a joint invitation from both the Foundation and Friends. They would also like to have a display at the celebration that highlights how much money the Friends have raised over the years and where the money has been spent.

The Foundation has no specific plans for a celebration, but it is thinking that scheduling it around the kickoff of the summer reading program might be appropriate. Barbra Rothschild will be chairing the event for the foundation, with the help of Gina Rozier, the new library Marketing Manager, who has considerable experience in planning donor appreciation events. Ann invited the Friends to help with the event.

Going forward, the Foundation would like to have more active communications with the Friends, including possibly having a representative of the Foundation attend occasional Friends meetings. Ann will talk to Jeff and Bobbie about the best way to go forward.

### **Library News**

Skip announced the following:

- The RFID project will begin in October.
- “Poetry for Everyone” will be held in April. Various events will be held, each featuring 4-5 poetry readers.
- Community meetings are being held for two building projects. The South regional library will replace the Parkwood branch. The Southwest branch will be closing for a year while an addition is added to the building.
- The library is in the process of hiring an architect for the Main library project. The architect will provide advice on what should be done with the existing Main library. Possibilities include demolition, renovation, or moving to a new location.
- The library will likely soon begin a capital campaign for the the Southwest branch project and possibly for the Main library project.

Skip introduced Gina Rozier, the new Marketing Manager. Gina, who has extensive experience in donor relations, looks forward to working with the Friends.

### **Adjournment**

Bobbie adjourned the meeting at 8:40.

Submitted by

Vicki Hertz