

**Friends of the Lacey Library
Board Meeting Minutes
Wednesday, July 10, 2019**

Call to Order:

President Jane Collins called the July 10, 2019 meeting of the FoLL to order at 12 Noon.

Members Present:

Rosemary Conor, Holly Paxson, Larry Russell, Carolyn StClaire, John Grausam, Dennis Powell, Loretta Linstad, Paul Brunner, and Mary Gardner.

Minutes:

A **motion** was made, seconded, and passed unanimously to approve the minutes of the May 8, 2019 meeting.

Reports:

Library Manager's Report:

Holly reported that the Library held a staff training day to discuss the Summer Reading Program, preparation of our remodel, and other collection related issues. The summer Reading Program, "A Universe of Stories" has already registered 2400 participants. Chosen as the architect for the remodel is Buffalo Design. Fundraising is on-going. The project will be \$100,000 over budget. The library will ask for \$50,000 more from the city and request from FoLL another \$5,000 in 2020. Holly also told us that she will notify us three months in advance when construction begins.

Treasurer's Report:

Larry reported that an appropriate review of budgetary processes was completed through May 30, 2019. Our current balance is \$85,386.64 which includes \$36,288.60 in the Special Projects fund.

Book Sale: The June Book Sale netted \$1,463.50. Our next sale is August 2 – 3, 2019. Graphic novels and comics will be featured sale items. Loretta is asking for volunteers to help in the sale. The consecutive hours worked by floor volunteers has been reduced which requires more volunteers, but also increases likelihood that people will step forward to help. A decision was made regarding the sales of DVD sets. The pricing for these items will be \$3.00. Loretta is compiling a book ("The Answer Book") that outlines all of the procedures for book sale operation. Jane reported the pamphlets outlining the Summer Reading Program activities highlight that FoLL is funding these events. They have been very well received.

Lobby Cart/Book Place

The Lobby Cart and Book Place are averaging sales of \$238 per week.

Historian: No Report

Internet Sales:

Paul stated that Internet sales will resume after a short hiatus.

Publicity:

Rosemary reported the process for advertising our sales is going smoothly. Once she receives the information from Dennis and Becky it is sent out to the newly compiled list of internet and physical sites.

Newsletter:

At this time we do not have a volunteer for this task. A discussion ensued questioning the necessity of having a separate newsletter. All current information is on our website in detail which is written and maintained by Dennis. Since a published newsletter is a requirement of our By-Laws, FoLL will need to vote on any changes that are made. We will discuss the question of whether to eliminate the published newsletter at our next meeting.

Membership:

Mary reported that we have 130 lifetime members. Our total membership is 266. A decision will have to be made on how we can remind people that their membership has expired. A computer program will have to be developed. This will be an on-going discussion.

Website:

Dennis reported that we had 97 visitors. There were no PayPal donations for the re-model. The website has up to the minute activities and information as well as future events. During book sales we will continue the scrolling on TV and add information on what programs the book sale funds for the library.

Old Business:

Lacey Library Fundraiser:

Holly reported that we would need to raise a total of \$75,000 for the remodel by the end of the year. Currently, the total is \$30,000. She is working with Panorama to plan an evening fund raising dinner event.

Holly also told us about the Summer Reading Program. It will be called "Universe of Stories" and is open to all ages. A colorful pamphlet was created that outlines all of the options for summer reading. Participants who complete the program will receive a free book or a certificate for a free book at a FoLL book sale. Lacey has the highest summer reading participation rate of all of the TRL libraries. She thanked FoLL for helping to make the program a success.

New Business:

Give and Take Shelves: The shelves will continue to be used only for free books. No boxes can be on the floor.

Nisqually Grant Application: Holly is working on requesting a grant from the Nisqually tribe.

Book Sale Protocols: The volunteers who come in only to work on the sale are not always aware of instructions that may have been given at meetings. In order to avoid misinformation, one person will be designated as lead for each shift. The lead will clarify procedures when required.

Community Service Volunteers: FoLL is unable to accommodate walk-in Community Service requests.

Walk-ins will be directed to the Library who have the legal ability to accept such requests.

Two items were tabled and will be placed on the agenda for our next meeting: Discussion of the donation of children's books to Merritt Manor and Planning for shadowing board responsibilities.

Adjournment: The meeting was adjourned at 1:38 p.m. The next meeting will be on Wednesday, August 14, 2019, at noon, in the Lacey Timberland Library meeting room.

Respectfully submitted,
Carolyn StClaire,
Secretary