

**Friends of the Lacey Library
Board Meeting Minutes
Wednesday, September 11, 2019**

Call to Order:

President Jane Collins called the September 11, 2019 meeting of 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 July 10, 2019 meeting.

Reports:

Library Manager's Report:

Holly reported that the summer reading program, "A Universe of Stories," was the most successful yet, with 3,038 participants. In news of the re-model, the supervisory team met with Buffalo Architects who are putting together a draft of the plans. The re-model is scheduled to begin in September of 2020.

Treasurer's Report:

No report at this time. An appropriate review of budgetary processes was completed through July, 2019.

Book Sale:

Books are currently being stored in Jane's garage. The October book sale will be held on October 4th and 5th of 2019. On Friday afternoon, as part of the sale, unsold green dot books will be sold to members only at special low prices of 4 books for \$1. Sales should be advertised 10 days in advance.

Lobby Cart/Book Place Carol stated that there are 9 boxes of blue books left.

Historian: No Report

Internet Sales: Paul reported that sales are going well. One book sold for \$60. He requested to see all comic books to determine if they are part of a game. A book needs to be valued at a minimum of \$20 in order to be listed.

Publicity: Discussed using our Facebook page to list information and special books available at our sales.

Newsletter: Vacant position.

Membership: Mary reported that we have 11 new members for a total of 277. This includes 130 life members.

Website: Dennis stated that the new flyer for October has been completed and printed. There were 91 visits to our website. Donations of \$440 for the remodel were received via Pay Pal.

Old Business:

Nisqually Grant: Holly and Jane are applying for the Nisqually grant to fund the summer reading program. Sharon Draper has been invited to be the "Lacey Loves to Read" author.

Merritt Manor is a new residence under construction that will serve homeless families. Lacey and Olympia libraries are exploring the possibility of donating books to their Community Room.

Shadowing: All members of the Board and all Chairpersons were asked by Jane to write a summary of the duties they perform. The written summaries will serve as guides to those who step into a job when needed.

New Business:

Lacey Library Re-Model and Fundraising: John and Holly met with the City of Lacey to request additional funds to cover the increase in expected costs for the re-model. The contractors will not start the project until all of the funds are in the bank. John has had fundraising experience and plans to set up a brain storming group with the City and Library staff as well as FoLL to come up with ideas to raise the necessary monies. It was suggested that we work with Dave to see if Jubilee would hold a fundraiser. Also, we will have an Open House at the Library when the plans are finalized.

Re-Model Planning Group: John stated that the purpose of the group is to mitigate interruptions to FoLL activities during construction. There will be times when we will have no access or limited access to our back room area, and the area where the bookcase is currently located will become a new restroom. We will need to plan a location where at least two book sales can be held, where patrons can drop off donations and where we can store donations. Holly will take our concerns to the city.

Costs of Closure: We have been asked for an additional \$5,000 contribution for the re-model in 2020. We will need to consider this carefully when we draw up our new budget in light of the restriction on our activities. We will need to develop our own donor list to raise capital.

Mail Chimp: Dennis reported that using Mail Chimp would allow us to send out immediate information to membership such as book sales, renewal information and perhaps a money ask. It was agreed that the President and Vice-President would need to approve all messages.

Quilt Donation: The Modern Quilt Group has offered to donate one of their beautiful quilts to us for a raffle. Raffle tickets, at \$1 apiece, will be sold starting with the display of the quilt on October 1. Mary volunteered to design envelopes and forms to handle raffle sales. Money collected for raffle tickets will be placed inside an envelope and placed in the box at the Book Place.

Adjournment: The meeting was adjourned at 1:38 p.m. The next meeting will be on Wednesday, November 13, 2019, at noon, in the Lacey Timberland Library meeting room.

Respectfully submitted,
Carolyn StClaire,
Secretary