

**Friends of the Lacey Library  
Board Meeting Minutes  
Wednesday, November 13, 2019**

**Call to Order:**

President Jane Collins called the November 13, 2019 meeting of FoLL to order at 12 Noon. She announced that two items had been added to the agenda: Job Descriptions and Scented Products.

**Members Present:**

Rosemary Conor, Holly Paxson, Larry Russell, Becky Russell, Carolyn StClaire, John Grausam, Dennis Powell, Loretta Linstad, Terri Jeffrey, Charlotte Hunter, and Mary Gardner.

**Minutes:**

A **motion** was made, seconded, and passed unanimously to approve the minutes of the September 11, 2019 meeting as amended.

**Reports:**

Library Manager's Report:

The plans for the Library remodel have nearly been completed by Buffalo Design Architects. Conceptual drawings and floorplans will be prepared and shared with at informational open house on December 18, 2019 from 4:30 p.m. to 6 p.m. The Library will be closed on November 21<sup>st</sup> and 22<sup>nd</sup> to install 6 new check out machines and relocate desk staff to a central service desk.

Treasurer's Report:

Larry presented the budget statistics for July through October 2019. At the end of October, 2019, our current balance was \$91,001.32. This includes the special projects fund of \$39,998.82.

Book Sale:

Loretta announced that the next book sale will be December 6<sup>th</sup> and 7<sup>th</sup>. Holiday books will be featured. At the last sale, dotted books were at half-price for the Friday afternoon members only sale, and that procedure will be repeated for December. Book bags will be available for \$3.00. Holly reminded us to make sure we are signed up in advance for the use of the community room for the coming months.

Lobby Cart/Book Place Loretta reported that Carol has written up procedures for the Lobby Cart/Book Place to be filed in the Answer Book.

Historian: No report

Internet Sales: No report

Publicity: Rosemary reported that double postings have been sent out the Quilt Sale and the Book Sale.

Newsletter: Vacant position.

Membership: Mary reported that we have 290 members. This includes 130 life members.

Website: Dennis stated that there were 112 users (a 40% increase).

**Old Business:**

Building Remodel Update: The City of Lacey has included \$105,000 more toward the remodel. This will cover the increases included in the architect's plans.

Re-Model Planning Group: Holly stated that the remodel of the Library should be completed in the October to December 2020 period with a four to six week maximum closure. John and Loretta are meeting to develop a plan 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. Holly met with the City and they have offered a back up site for our activities in the Lacey City Community Room. Storage can also be in this room if necessary.

Remodel Fundraising Update: Holly reported that \$40,000 has been raised so far. John sent out a second letter to the membership. He is looking into corporate grants from businesses such as Boeing and Walmart.

Initial Proposed Library Support Budget, 2020: The Library support budget for 2020 for department expenditures is requested to be \$23,000 plus an expected \$6500 from the Nisqually Tribe. Our book sale revenue is expected to be \$28,000. We reduced our contribution by \$5000 in order to cover the additional request of \$5000 for the remodel. FoLL will discuss and vote on this budget at the January 8, 2020 meeting.

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. A motion was made, seconded and passed to support the idea of providing books to Merritt in partner with other groups and the Olympia Library.

Job Descriptions: Jane reminded the members of the Board and all Chairpersons to write a summary of the duties they perform.

Mail Chimp: Messages have been sent out on the quilt raffle and a fundraising letter. Dennis will send out messages about the December book sale, a reminder to renew memberships and a notice of the Annual General Meeting.

### **New Business**

Quilt Sale Update: Holly thanked all of us who helped on this project. The drawing for the Quilt will be on December 7, 2019 at 2 p.m.

### **FoLL Board Elections:**

There will be elections for the offices of President and Secretary at the Annual General Meeting.

### **FoLL membership effective dates:**

Memberships bought in December are the only month that will be valid for the entire next year.

Memberships sold in other months will expire in January.

### **FoLL Sort/Sale/Meeting Calendar:**

Loretta provided us all with a copy of the FoLL 2020 Book Sort and Sales calendar.

Scented Products: A motion was made, seconded and passed to follow the employee code of the Library staff which requires us not to use scented products. The Library office is to be used only for access to the safe.

### **Next Meeting Agenda Items:**

Discuss and vote on the additional \$5000 for the remodel. Discuss raising the annual membership dues.

Adjournment: The meeting was adjourned at 1:45 p.m. The next meeting will be on Wednesday, January 8, 2020, at noon, in the Lacey Timberland Library meeting room.

Respectfully submitted,  
Carolyn StClaire,  
Secretary