

**Friends of the Lacey Library
Board Meeting Minutes
Wednesday, July 14, 2021**

Call to Order: President John Grausam called the January 27, 2021 General Meeting of FoLL to order at 12 Noon.

Members Present: Rosemary Conor, Rob Conor, Holly Paxson, Larry Russell, Becky Russell, Carolyn StClaire, Dennis Powell, Carol Eagles, and Loretta Linstad.

Minutes: Minutes of the March 10, 2021 meeting were temporarily unavailable and will be voted on at the next meeting.

Library Manager's Report: Holly announced that the Lacey Library will add to their off- site community services with a Book Mobile that will mainly serve the east county starting in 2022. Also, borrowed materials showed an increase of 60% in June, 2021 compared to June, 2020. She then reviewed the history of the gradual re-opening of the library during this Covid pandemic year. Currently, we are in Phase 4. Only those patrons not vaccinated and children under the age of 5 are required to wear a mask. There are no capacity limits, and seating, computers, restrooms, and meeting rooms are all available for patron use. Donations are accepted and the Friends of the Lacey Library may now continue its regular activities including book sorts and book sales.

Holly announced that a permanent location for Hawk's Prairie Library services has been found. It is located in the Hawk's Prairie Shopping Center at the corner of Martin and Marvin. The opening is slated for early Fall, 2021. Holly requested that the Friend's donate unsold paperbacks to the Library to help stock the new location. A **motion** was made, seconded, and passed unanimously to donate our unneeded/unsold paperbacks. It was noted that if FOLL decides to sell books at Hawk's Prairie, a new drop box would have to be purchased.

Holly reported that TRL has added new policies pertaining to the Friends group, as follows:

- a. TRL will not provide unlimited access to public meeting spaces for use by FOLL. FOLL must reserve meeting room space in the same manner as the general public.
- b. TRL may provide a small space for FOL fundraising and the sale of materials.
- c. FOLL may not rely on TRL for storage needs.
- d. FOLL will not be permitted to utilize TRL staff or equipment.
- e. TRL employees may not manage FOLL funds.
- f. Funds gifted to TRL by FOLL will be governed by the Gift Policy.

It was noted that FOLL members will not have access to staff areas except the office area where the safe is and where our office supplies are held. Holly stated that access would be granted only to those FOLL members that have a background check on file. All officers should have a background check.

After the building re-model was completed, library staff could no longer walk to the rear of the building because of new fencing by LPD. A new covered entrance was created at the side of the building, but the bike rack is not secure. Holly asked to use already approved, unspent funds to buy an "S" shaped rack. A **motion** was made, seconded and passed unanimously for her to make a purchase up to \$550 for the new bike rack.

Treasurer's Report: Larry reported that our balance at the end of June, 2021, is \$27,889.91. Book Place sales from March 12 through July 12, 2021 amounted to \$734.83.

The public had asked FOLL if payments at our book sales could be made via credit card. Larry explored this aspect. Three main parameters were required for FOLL to accept credit cards:

1. A set-firewall and cardholder encryption
2. Upfront fees, monthly fees and a per transaction fee.
3. One specific Friend volunteer present at all times to make each transaction using a personal mobile phone.

After discussion, the consensus was to table use of credit cards for future discussion. It was suggested that we clarify on all book sale flyers and information that cash or a check only will be accepted for book purchases.

Book Sort/Sales: Loretta reported that after the building remodel, FOLL lost storage area for donated books, the lobby cart and a shelf for free items. As a result, there is no room or necessity for all of the metal carts. She suggested that we re-cycle one small metal cart. A second cart could possibly be utilized at Hawk's Prairie. Since we no longer have the free shelf, an effort will be made to more aggressively cull donations to include only those books that we consider saleable. The consensus was to adopt these strategies.

Book sales need to be booked in advance. Because of the backlog of donations, it was decided that sales should be held monthly until backlog is reduced. A **motion** was made, seconded and approved to hold FOLL book sales on September 10-11, October 1-2, and November 5-6, 2021. If necessary, a sale will be held in December also.

Book Place/Lobby Cart: Carol reminded us that books going to the Book Place for sale were selected from the new donations. They are placed on the shelf for three weeks with unsold items re-cycled to the Lobby Cart. With the loss of the Lobby Cart, the consensus was that these books, instead, go back into the book sale stock.

Publicity: Rosemary would like information in order to start publicity for the book sale in September. She will talk with Dennis and Becky about this.

Membership/Books for Babies: Mary's written report showed that two individual and two family memberships were received. Total members at the end of 2020 were 103 annual and 2 family members.

Mary has expended \$243.76 in book purchases for Books for Babies and has delivered them to the Thurston County Health Department. Previously tags and ribbons adorned these gifts. The nurses have asked us not to include decoration. Instead, an address label will be applied to the back of each book with the wording, "A Gift from the Friends of the Lacey Library." Approval was given for her to spend the balance of the approved \$1000 for this program.

Website/MailChimp/Bookings: Dennis has been continuing to update changing public access to the Library and the status of the Friends this past year.

Dennis also volunteered to make the booking arrangements for FOLL access to meeting rooms which must be made two months in advance. This would include book sorts, Board meetings and book sales. Each person is limited to making two bookings per month, therefore other names must be used for multiple bookings. All present agreed to this arrangement.

New Business

Book Storage Opportunities: A mail-Chimp was sent out to ask the membership to volunteer if they had room to store some of our book donations. A limited response was returned, but one person stated that his second bedroom could be used. John will follow up.

Internet Sales Recruitment: Paul's position still has not been filled. The volunteer must not be involved in other internet sales. We will also limit this opportunity to those who sort for us on Mondays before opening it up to the rest of the membership. It was suggested a background check be required since the volunteer will be handling money.

Fundraising Opportunity: Revel of Lacey, a senior residence facility, has chosen FoLL as its named charity. They have offered to host a Spaghetti Dinner fundraiser for the Friends. All proceeds will go to FoLL. Holly will be the guest speaker. A **motion** was made, seconded and passed unanimously to participate in the Revel event to be held August 21, 2021. Officers were invited to attend the dinner.

Panorama: The Panorama facility raised \$2500 for the re-model. It was agreed to add them as one of our business partners.

Adjournment: The meeting was adjourned at 1:50 p.m.

Date of Next Meeting: The next meeting of the Friends of the Library will be held on Wednesday, September 8, 2021, at noon, in the Lacey Timberland Library meeting room.

Respectfully submitted,
Carolyn StClaire,
Secretary