

## 2015 Friends Meeting Minutes September 8, 2015

### Attendees & June, July, August Hours:

Carol Ann Grantham, President	15	Jenny Elliott, Vice President, Reads	5
Sharon Zambrzycki, Treasurer	24.75	Tiffany Daubitz, Library Liaison	
Paula Highfill	15	Sharman Miller	.75
Robert Lee	.75	Joyce Sternberg	
Carol Ritchey		Adasu Martin	
Dee Lemser		Lindsey Perkins Wade	

at June meeting:

Angela Hornburg, Secretary	5.75
Chris Wagner	.75
Cris Slimak	.75
Suzonne Evans	.75

The meeting was called to order at 6:04 PM. by Carol Ann Grantham, President.

### Minutes

The minutes for May were presented. Carol Ritchey moved to accept the minutes, Robert Lee seconded the motion and it passed unanimously.

### Treasurer's Report

Reports for June, July and August were presented in draft form for informational purposes only. Treasurer Sharon Zambrzycki stated that she had computer problems, had purchased a new computer and several reports had been mistakenly duplicated, etc. in the transfer process. She also stated that the new Quick Books program that had been purchased over the summer would be a big help in getting the reports loaded to a more stable format than the current Excel file. She referred to a new business item on the agenda tonight that, if approved, would allow for the purchase of a laptop computer for the Friends which will also improve stability and reliability issues. Sharon stated that the current Frost Bank checking balance of \$9096.54 at August 31 agrees with her records and that she hoped to have all of the reports uploaded to Quick Books and updated by the next meeting.

Sharon also noted that the majority of Friends income still comes from used book sales and encouraged all members to donate their used books to the Friends and to look for opportunities to procure donations from their friends, families, neighbors, garage sales, etc.

## President's Report

- **Better World Books** – As of August 25, we have earned \$65.65 in 2015 from our recycling efforts through Better World Books. Carol Ann reported that we have sent BWB 4,823 books (6,600 lbs.), of which 886 were re-used and 3937 were recycled.
- **Renewal of D&O insurance Policy** – The Director's and Officer's liability insurance policy is due for renewal in October. No action is required other than payment of the premium which is \$550.00. Sharon has the invoice and will make the payment.
- **Wurstfest/Mansfield 125** – The Friends will have a booth next to the City booth at Wurstfest in downtown Mansfield on Saturday September 12 from 2-6 pm. The Mansfield 125 birthday celebration will follow from 6-11 pm. All vendors are required to have a kid's activity at their booth so the Friends will have coloring pages from the giant coloring books that we sell set up on tables for kids to color. We will sell the coloring books at the booth for \$6 each or 2 for \$10. We will also sell our large Friends book bags with the Mansfield 125 commemorative logo for \$15 each or 2 for \$25. Carol Ann has a list of items needed for the booth set-up and also a volunteer sign-up sheet. There will be parking available for vendors. She will notify volunteers via email as soon as she gets that information.

## Unfinished Business

- **Mansfield Reads! 2016** – Chairman Jenny Elliott reported that the search for an author is still underway and asked Paula Highfill to report. Paula stated that several authors from the working list have been contacted. There has been no response or no direct contact in some cases. One was unavailable in 2016, open to 2017, but far above our budget limits. There was definite interest from another on our list and at meeting time there were questions about some requirements and logistics that were being discussed. Paula will keep the committee updated. Jenny stated that no further planning can take place until an author is locked in.
- **Mansfield Writes 2015/NaNoWriMo** – Carol Ann stated that at the last meeting there was discussion and some tentative planning about Writes in 2015. However, to date, there has been no one who has volunteered to chair the event and the other members who are willing to help with the event simply do not have time to dedicate to their current duties and take on more duties for Writes. There was discussion among the members present about postponing the event until such time as there were more volunteers and it was agreed that was the best course. Sharman Miller made a motion to discontinue the Mansfield Writes program until further notice. Dee Lemser seconded the motion and it passed unanimously.

## New Business

- **Purchase of Computer** - Carol Ann stated that with the need for access to documents and programs, such as Quick Books, by various officers of the group it has been determined that a computer that is owned by the Friends group is the best solution to keeping access open to all current and future officers. She and member Bob Grantham have done some research and estimate that a laptop can be purchased for around \$400. There was some discussion as to the best time of year to buy electronics and the best places to shop for price. It was agreed that "back to school" was one of the best times of

year for pricing and it was suggested that Best Buy, Sam's, Amazon.com and Tech Soup were the places to check for prices. Carol Ann agreed to research today's costs at these retailers. Sharman Miller made a motion that the Friends spend up to \$500 to purchase a laptop computer. Robert Lee seconded the motion and it passed unanimously.

- **Purchase of Quick Books book** – Carol Ann removed this item from the agenda as it was no longer needed.
- **Website / Facebook** – Carol Ann reported that the Friends website was outdated and in terrible shape. The maintenance has become an impossible task due to the fact that the provider is outdated and the current set up is unmanageable. Very simple tasks can take up to thirty minutes. Even though the library has offered two staff members, Tiffany and Yolie, to help with our website they cannot commit to updating a site with the current time requirements. Paula contacted a company that she found through TLA that does non-profit tech work. He offered to re-do our site using a new web host, SquareSpace, that is highly rated. Our fees that have already been paid to our current host would transfer there. SquareSpace currently charges an \$18 per month fee, but is very easy to maintain and allows us to sell our products. The cost to set up the site would be \$1000. Carol Ann stated that Facebook now offers advertising at reasonable rates, is accessible to most people and might be a better alternative. There was some discussion about the value of maintaining a web presence. New member Lindsey Perkins Wade stated that web design is part of her business and offered her services at no cost. It was decided that Lindsey would meet with Paula to go over the needs of the website and determine how best to proceed. The members thanked Lindsey for offering her services and will await a report at the next meeting.
- **List of tasks/realignment of officer's duties** - The officers met during the summer to discuss a topic that the membership had taken up several times last year. It had been determined that there were many "jobs" that needed to be done in the Friends group. It was generally felt that volunteers were more apt to take on a job if they knew exactly what it entailed and if it had a beginning and an end. Members had been asked to submit tasks that they had done in the past and a brief description of what that job entailed. They were also asked to submit things they would like to do, or considered themselves good at. The officers hoped to create a list of volunteer tasks and in the process redefine the duties of the officers and re-establish the standing committees. Carol Ann asked members to study the list of tasks before the next meeting, identify tasks they would be interested in and come prepared for more discussion.
- **Organizational chart** – Due to the previously discussed officer duties, standing committees and task list, it was felt that an organizational flow chart might be helpful. Sharon was tasked with creating the chart and Carol Ann went over it with the members.
- **Revision of Bylaws re: job descriptions/standing committees** – Because of changes to officer duties and standing committees, some revisions may need to be made to the bylaws. Carol Ann will email a copy of the current Bylaws, along with the suggested changes, to members prior to the next meeting. Members can discuss the proposed changes before a vote is taken.
- **Product Sales** - There was much discussion about the placement of our products for sale in the library. The large display case in the foyer normally holds products but it is not very noticeable. The smaller glass curio type cabinet is not sized to hold all of the

products we sell i.e. large bags, coloring books, etc. The large file cabinet behind the checkout desk will be moved out in the near future and be replaced by a folding table which will leave only wall space and lower height where we normally display. Some products are being discontinued as they are sold out, some sell better at certain times of the year and some can display by hanging only. No decision was made about a change. Tiffany stated that the pencil supply was low and that the new erasers seemed popular. Their cost is very low so it was decided to re-order erasers when pencils are re-ordered. Dee will place an order before the upcoming holiday season.

- **National Friends of Libraries Week October 18-24, 2015** – The Friends normally do a display table in the library with membership brochures, our scrapbook, etc. It was decided that the curio display cabinet would be used to highlight our past awards in conjunction with the usual table display. Sharon and Carol Ann will meet after the library board meeting at 12:00 on October 17 to set up the displays. Other volunteers are asked to come and help with the set up.

### **Adjournment**

The meeting was adjourned at 7:42 pm. The next meeting is October 13, 2015 at 6:00 pm.