

## **Board of Friends of the Brandywine Hundred Library**

### **Minutes of the Meeting held Tuesday, February 11, 2014**

Members present: Mary Bowler, Kay Bowes, Natalee Burke, Helen Butler, Lynn Calder, Agnes Galvin, Martha Gessler, Richard James, Claire Kantar, Michelle Masitis-Mooney, John Stevenson, Lynne Rosa,

Members Absent: Ronna Riley.

Also Present: Library Manager Jean Kaufman and Member at Large, Jim Conrad (former president)

#### **Welcome and Tech Star Proposal**

President Lynne Rosa welcomed everyone and introduced our guest, Youth Services Librarian Nick Rhodeside. She invited him to present his proposal for a previously discussed Tech Stars STEM program at the beginning of the meeting so that he could leave early. Mr. Rhodeside has been working with Lynn Calder to develop this proposal for the Friends' consideration:

- The program will offer a series of 2 weekly summer camps at the library;
- Sessions will be 1 ¼ hours long for 6-8 year olds and 2 ¼ hours long for 9-12 year olds. Only a limited number of campers can be accommodated.
- There will be a total of eight camps in June, July and early August.
- The material covered will differ in each session so children can sign up for more than one week.
- Campers will use robots, legos, K'nex and programming software developed by MIT to learn 21<sup>st</sup> century lifelong skills including critical thinking and doing, creativity and computing/ITC literacy.
- Activities will include building robots, creating obstacle courses and writing programs.
- The total cost of the program will be \$2,344.00.
- Mary Bowler proposed and Kay Bowes seconded a motion that authorized the library to spend up to \$2,500 dollars to fully fund the program. It was approved unanimously.

#### **Approval of Minutes**

The minutes of the January 2014 meeting were approved. Ms Bowler asked for more detail in future minutes.

#### **Treasurer's Report**

Ms Bowler has ordered bank statements for the last two years to help her piece together a coherent report. She has prepared a reimbursement form that everyone is to use. Lynne Rosa and Claire Kantar will have check signing authority.

The Garden Club that takes care of the Children's Garden so well wants payment for supplies. Neither Jean Kaufman nor Ms Bowler has found an invoice so the club may need to send another copy.

### **Librarian's Report**

Ms Kaufman reported that the upholstered chairs in the library have been cleaned using the \$500 donated by the Friends for this purpose. The actual charge was greater than \$500, but when informed of budget limitations the cleaning company agreed to accept that amount because the owner loves the library.

The library refrigerator suffered a disastrous breakdown; however; Jim and Roberta Conrad came to the rescue by donating another one.

Ms Kaufman passed around copies of the library's new monthly calendar with every program for children and adults listed on one sheet. New "Evince" Software is now available which made it easier to create the calendar; however, the staff had to work very hard on it to make it look as good as it does.

She explained that the Delaware Division of Libraries has been working on a set of state standards for patron service. These are: 1) safety 2) courtesy 3) knowledge and 4) efficiency. When dealing with issues that involve patrons, staff should measure themselves against these standards..

Ms Kaufman added that in honor of Valentine's Day, a red-wrapped book can be checked out from a special selection displayed as: "A blind date with a book." There are clues on some of the books, e.g. non-fiction, but the title is to be a surprise.

Greta White (librarian) is working on a new monthly calendar for the Friends' web page.

There was discussion as to whether movie titles should be announced in advance on the Facebook page calendar. Ms Kaufman said that this might cause licensing problems as there are different rules and higher premiums for public showings and the library's current license may not cover movies whose titles are announced in advance.

The suggestion of placing a television calendar in the library lobby was discussed again. It was agreed that the daily library programs, listed on a small sheet of paper at present, need greater visibility.

## **Old Business**

Ms Rosa apologized for canceling the retreat planned for Feb 8<sup>th</sup> because of a forecast snow storm that did not materialize. She put forth suggestions for rescheduling as a full day, half day, or an hour taken out of the regular meeting time. Most officers were in favor of a whole day. Dates were discussed and Ms. Bowler agreed to find out if the Ronald McDonald House is available on March 29 or April 5.

Ms. Bowler moved that Kristie Moore who has resigned from the board for health reasons be given a \$50.00 gift certificate for WAWA. As she is not allowed to drive and has a WAWA near her home that she visits frequently, the gift was unanimously approved.

## **New Business**

### **Membership Drive**

Ms Rosa attached a proposal to the agenda suggesting that permanent teams should be formed 1) Membership, 2) Communications 3) Fundraising/ Events 4) Advocacy 5) Author Nights.

Ms Rosa suggested that a team of non-officer board members be put in charge of the membership drive, and that a big effort be made to involve the membership-at-large in the process. As it is such a huge undertaking, the duties need to be shared. Discussion followed during which using the computer program "Sign Up Genius" was suggested a way of cutting the work load and increasing accuracy.

Richard James and Kay Bowes agreed to be co-leaders of the membership team.

Further discussion and decisions regarding teams and their roles and responsibilities will be discussed at the rescheduled retreat.

A discussion followed on the dates for the membership drive and whether to move it from National Library week which is April 13-18 in 2014, (theme "Lives Change @ your Library.") Unfortunately that is the week before Easter and includes Good Friday, when the library will be closed, and Passover which also falls during that week.

As a result, a drive that week would lose two week days and some patrons would be attending religious services. Furthermore, many people are on vacation the week after Easter when most schools are closed. Accordingly, the fall months were suggested as an alternative, because in September when schools open, people get involved in winter activities and may be more likely to join the Friends.

*As National Friends of the Library Week* is scheduled from October 19-25, these dates seemed the best choice. By then the Friends will have had two meetings after the summer break to facilitate dealing with all the arrangements.

Ms. Masitis-Mooney suggested an e-mail blast to alert members to the change of date. Other suggestions included using the free bookmarks that the library provides to pass on information giving the dates of the new drive.

A possible new gift for membership week was a special Friends' tote bag. It was also noted that it is possible to join and renew membership at all Friends' events and this should be facilitated and encouraged.

It was agreed that we should consider a major spring event instead of the member drive. Ms Kantar has visited Kennett Design, a studio where you are assisted in painting a masterpiece of your choice. She thinks it would be a good program for the Friends to bring to the library.

### **Author Event**

Some suggestions were made for a possible author visit. Helen Butler reported that she has the name of an author whose 3rd book of a trilogy is to be published in March.

A University of Delaware history professor and one at Temple University, friends of board members, were also mentioned as possibilities.

The question of the Friends paying an honorarium to a speaker was raised and Ms. Bowler agreed that it had happened in the past and also that Delaware Humanities Forum often supported these professors and artists.

### **New Business**

Jim Conrad, who had been observing the meeting, asked several questions. First, he wanted to know when the next newsletter would be sent out to members. He was told that the Friend's news could now be found on-line or on our Facebook page.

He was also concerned that the garden club which keeps the Children's Garden looking beautiful be recompensed for their expenses. Ms Bowler could not find an invoice from the club but promised to sort out the problem. Mr. Conrad also mentioned that the garden in front of the library, maintained by Henry Poulter, needs some work. As Henry is enjoying his condo in Maui at present, the work will have to wait until he returns and the snow disappears.

Next, Mr. Conrad asked about a plaque that is to be placed in the library to commemorate a patron who made a large donation. Ms. Bowler stated that the delay was due to her not

knowing the donor's name and finding out that he is now living in London. She expects that the plaque will be hung shortly.

His final question was on check signing privileges for the Friends. Two board members are authorized to sign checks as stated earlier in the minutes.

Kay Bowes moved and Ms. Kantar seconded that we would join the Friends of Delaware Libraries for \$25.00. Kay moved and Claire seconded a motion to join The Friends United for Libraries for \$125.00. Both motions passed unanimously.

The meeting was adjourned at 8:40 PM.

The next regularly scheduled meeting of the FBHL board will be held on Tuesday, March 11, 2014 at 7 PM.

Respectfully submitted,

Agnes M Galvin