

Board of the Friends of Brandywine Hundred Library

Minutes of the Meeting held Tuesday, April 8, 2014

Members Present: Kay Bowes, Natalee Burke, Agnes Galvin, Martha Gessler, Richard James, Claire Kantar, Michelle -Masitis Mooney, John Stevenson, Lynne Rosa

Members Absent: Mary Bowler, Helen Butler, Ronna Riley

Also present: Jean Kaufman, library manager

Welcome and Announcements

President Lynne Rosa welcomed everyone and asked for any important announcements. Martha Gessler reported that Dr. Jonathan Russ, a professor at the University of Delaware has agreed to come and talk about Delaware history. Ms. Gessler inquired about the procedure to be followed in scheduling Dr. Russ' visit. Lynne Rosa replied that she had developed a form to be filled out before an author's visit was scheduled. This form would include information on the visitor, the contact person, and the facilities and staffing needed for the visit. This procedure would enable the Friend's programs to fit smoothly into the pre-planned library schedule. Ms. Rosa had brought a rough copy of the program form which she circulated for those present to critique. The completed form would be approved by the board and the library manager and librarian Greta White would suggest suitable dates.

Ms Rosa also said that Ms Gessler had been appointed as Chairperson of the Program Team which includes Agnes Galvin and Claire Kantar. Board members should give completed program forms to Ms Gessler who should pass them on to the appropriate personnel. However, Ms Rosa and Mary Bowler will take major roles in organizing big fund-raising events and all board members will help.

Ms Rosa also announced that Ms. Bowler is finishing up the treasurer problems she has been working on. This means we will be able to set financial goals very soon.

Ms. Bowes announced that Library Legislative Day will be held on April 29 in Dover. She will be attending and all board members are invited.

There were no corrections to the minutes which were then approved with a motion from Ms Bowes.

Manager's Report

Jean Kaufman announced that an extensive writer's workshop will be offered to patrons from September 13-14. It will address various aspects of writing and publishing, including character development, dialogue, working with editors etc.

The petty cash account has \$169.34. The library staff has been busy cleaning the library because although the County is responsible for major cleaning, this does not include dusting or vacuuming the stairs; consequently, the staff took on the job themselves and have also decided to have a "Declutter the Library Day" in the fall.

The library will have two showings of each film listed below at 3PM and 6PM on the date listed. Pre-registration is required at the adult reference desk.

- Twelve Years a Slave April 28
- Gravity May 19
- Nebraska June 23

To entice " tweens" to visit the library, an Erin Hunter Book Clan has begun meeting.

The library is using its prime display space in the lobby to appeal to all ages. In March, the display celebrated the Irish in America.

As part of National Library Week an "Evening with the Author" featuring Matthew Quick, of *Silver Linings Play Book* fame is scheduled for Thursday, April 10th at St. Marks High School at 7PM.

Also scheduled on May 28, 2014 is an evening with **three** local authors. Patrons should sign up at the adult reference desk in order to attend.

- Regina Bumbrey whose children's book *The Price of Being a Princess* takes place in Delaware.
- Robert Franz describes living with mental illness in *Bob Does Everything Backwards*
- Jason M Spencer and Ira W. Spencer Jr., brothers, born and raised in Delaware, have written a science fiction book called *The Armageddon Lecture: Volume One*.

Ms Kaufman then explained that the microwave used by the staff to heat lunches had malfunctioned beyond repair. She asked for \$100 to purchase a new one. After some discussion the board voted to allow the library to spend up to \$200 to purchase a good model microwave that would last longer than a less expensive one.

She also asked for more computer paper as the library has run out. Costco was said to have the best price and Ms. Bowes volunteered to buy paper there for the library.

Communications Team Report

John Stevenson and Ms. Mooney reported that an e-mail blast had been sent to members and 125 were returned as undeliverable. Also, we do not have e-mail addresses for over 1000 members. These would be notified by postcard in order to save postage. Mr. Stevenson suggested that if members entered their e-mail address themselves on the Friends' page there would be fewer errors. Alternatively, they could choose Facebook for notifications.

Ms Kantar added that the contact link on the web page should be made clearer.

Membership Team Report

Richard James reported that the text for the new poster has been sent to Ms. Bowler and a library version has been sent to Ms. Kaufman. A poster board is up in the lobby and new ideas are under consideration.

Program Team Report

The new form has been approved by Vice President Claire Kantar. It will include a cost estimate and the source of revenue. Ms. Gessler will be given a copy and approval can be given via email by everyone concerned. To be included in the library brochure, the approved form must meet the county deadline. The next brochure is coming out in May, but the library is currently planning programs for the fall.

Ms. Rosa also mentioned that she and Ms. Bowler have discussed possible major fundraisers including a murder mystery, a Shakespearian banquet and other ideas.

Advocacy Report

Ms Rosa has been taking the on-line course on Library Advocacy and taking notes. She will share these with board members one at a time.

We need to reach out to leaders in the community and to other community organizations. We can then send a unified message; for example, a third-grade literacy program could be developed in conjunction with a literacy group.

Also, we need to set appropriate goals for increasing membership and other objectives. Board members should e-mail Ms Rosa drafts of measurable goals for the next 18 months.

New Business

Mr. James read to the board the revised draft of a new mission statement. Board members felt that he had expressed the philosophy and goals of the Friends' very well.

Ms Bowes is the president of the board of the Friends' of Delaware Libraries. She will attend a Library Town Meeting on June 5.

She is also a Delaware representative to the America Library Association and will attend National Library Legislative Day in Washington. The ALA is promoting the Declaration for the Right to Libraries this year, inspired by the Declaration of Independence. Many states will be holding signing ceremonies in the coming months.

Ms. Rosa then asked for a motion to adjourn. Ms Kantar so moved and Ms. Gessler seconded.

The next meeting will be held on Tuesday, May 13, 2014.

Respectfully submitted,

Agnes M. Galvin