

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

### **Minutes of the Meeting held Tuesday, September 9, 2015**

**Members Present:** Natalie Burke, Paula Evans, Angela Holodick, Claire Kantar, Richard James, Michelle-Masitis Mooney, Lynne Rosa, Mary Bowler, Kay Bowes

**Members Absent:** Agnes Galvin, Martha Gessler

**Also present:** Jean Kaufman, library manager; Jim Conrad, former president; Dan Benarcik, Horticulturist, Chanticleer Gardens; Martha Stephens, Delaware Center for Horticulture; Elle Van Dahlgren, guest

#### Welcome and Announcements

Lynne Rosa (president) opened the meeting and turned it over to Richard James, since she had volunteered to take minutes at this meeting. She apologized for the likely poor result of her activity. The regular agenda items were postponed in order to gather further information on the garden project from visitors Dan Benarcik and Martha Stephens.

#### Garden Plan Update

- Claire re-introduced Mr. Benarcik and Ms. Stevens, for further discussion of the ongoing garden project. Martha Stephens landscapes manager of the Delaware Horticultural Society (DHS) gave us an estimate of \$20,000 to implement Mr. Benarcik's plan to recreate the garden in front of the library and near the staff entrance. Additionally she reiterated the key points from our last discussion, specifically how the gardens should be improved vis-à-vis:
  - Less maintenance
  - More year round interest
  - Local plants which are suited to our climate
- Although we do have a rough estimate of \$20,000 for the project a number of items still need to be fleshed out:
  - A firm cost breakdown
  - Schedule of work
  - What will be the finished appearance of the garden
  - Disruption to the library staff, e.g. how disruptive and for how long
  - Maintenance contract; can a teaching opportunity be found here?
  - Irrigation system

An open discussion with Dan and Martha yielded the following:

- Martha will submit a line item budget to Claire by October 1, 2015. It will include specifications on long term maintenance, irrigation options, teaching opportunities contained in the project, specifics on plant mapping, labels and flyers
- Martha indicated that DCH will work with us for two years and will find a sponsor for us. What the sponsor will provide is yet to be defined.
- A program will be developed for Brandywine Hundred Library Friends, and library patrons designed to familiarize them with the project and build support.
- Project to begin April or May, 2016.

Jean emphasized that getting patrons from the parking area to the book drop is critical. It must be an easy and straightforward pathway.

Richard brought up the fact that DCH has had some recent financial issues and questioned whether those had been addressed. Martha assured us that they had been fixed and we can rely on DCH to be a reliable partner.

Subsequent to the question and answer session, Mary Bowler reiterated that to comply with the resolution passed in July, a firm plan for raising the additional funds must be in place prior to our signing the contract, to comply with the resolution passed in July.

#### Membership Drive Report

Richard reported that we are ready to go for the membership drive, which will take place from October 18<sup>th</sup> through October 24<sup>th</sup>.

- The theme of the drive is tied to the garden project, "Help Us Grow".
- Seed packets and bulbs will be given away as gifts to renewing members
- Sign up Genius will be opened for members and others to utilize the last week in September. Board members are encouraged to wait until the membership at large have some time to sign up.
- Notifications will be sent out to encourage members to sign up on line if they prefer.
- After the drive, a survey will be conducted to assess membership thoughts and ideas.

#### Other Action Items:

- The minutes of the July meeting were approved. (There was no meeting in August)
- The Treasurer's Report was approved. In future Mary will email report to members in advance of the meeting.
- Claire thanked Angie for great work on the lobby display. Angie volunteered to work on a display for the membership drive.
- The board voted to cancel the Fall Conference and replace it with Library demonstrations.
- The board voted to cancel the holiday party previously discussed.

Library Manager's Report:

- 3-D demo went well. Jean proposed that the library staff conduct demos of various new offerings of the library during the membership drive.
- There was a request to provide lunch for writers attending the Writer's Conference. It is an all day event. \$300 was approved to provide lunch for attendees.
- Jean requested \$200 to cover a Holiday Music Event. The board suggested an option be considered that did not require payment, since remuneration for these events is not something the Friends have usually done.

The meeting was adjourned.

The next meeting will be held October 13<sup>th</sup> at 7:00 PM

The focus will be on Membership Drive and Annual Meeting.