

Agenda

Mission: “*To support, promote and augment the operations of the Olympia Library*”

1. Call to Order

Noon

2. Minutes of the August Meeting – Elaine Nelson

3. Treasurer’s Report - Beth Dubey

4. New and Old Business, and Discussion – Mary Belz

5. Library Manager’s Report – Cheryl Heywood

6. Outreach Report – Marijo Loftis

7. Volunteers Report – Lila Sjodin

8. Book Sale Report (Oct. 3, 10 a.m. to 4 p.m.; Oct. 4, 1 to 4 p.m.) – Irene Osborn

9. Art Show Report – Irene Osborn

10. Communications Report – Emmett O’Connell

11. Membership Report – Gayle Newsom

12. Adjourn

1:00 p.m.

October 20, 2009 Board Meeting at the Olympia Library, noon to 1 p.m.

August Board Minutes

Taken August 13 by Elaine Nelson, Secretary

Present: Mary Belz, Mary Campell, Eve Johnson, Lila Sjodin, Irene Osborn, Gayle Newsom, Beth Dubney, Mary Applen, Emmett O'Connell, Patti Paul, Jean Finely, Elaine Nelson, Cheryl Heywood

Guests: Nancy Schutz (TRL HR) is taking pictures for their newsletter; Mark Derricott; Kay Tortorice recently moved from Southern California, a retired librarian.

Called to order 12:05 pm

Georgia is now getting 2 transfusions at a time, and is considering resigning. Winnie had a fall, was at Saint Joe's, is now at [????]. Jean has cards for both, passing around.

Introduced guests.

July minutes

Corrections: Patti was present. Library bags are NOT canvas, are polypro. Outreach: we need to contact the Sand in the City people about selling the notecards. Date of meeting should be 14th, not 16th. Update names. Moved, seconded and approved.

Treasurer's report

\$1600 in checking. We have \$3600 of approved items to pay for, about \$1500 of which is after the next book sale: we may not be able to fund everything that's asked for. \$500 for fridge magnets will be in the next couple of weeks, has not yet been paid for, approved in April or May. It is a reorder of ones from 5 years ago, with new open hours, includes more info about friends. Programming for the fall is pretty set, only new request can wait 6 to 8 months. Irene proposed purchasing tables for the friends (book sales, art show); however, Cheryl is planning to buy tables out of bequest interest, can buy additional for use by friends. Irene and Cheryl will discuss and plan. Jean has bill for Pageturners books, which will be added to the collection: \$368.30. Reminder from Mary B to make sure you have receipts, etc whenever you spend money for the Friends, give everything to Beth. Patti moves to accept Treasurer's report, Mary C seconds, all aye.

New/Old Business

- *Book bags*: update from Beth: keeping track of them is our biggest problem. Canvas is too expensive. Janway has nylon bags as before. At quantity of 144 cost \$3/ea, logo on it brings it up to \$4-5 ea. Eve moves that we NOT get bags: an unrewarding hassle. Mary C. seconds. Discussion: there's so many other options to buy bags elsewhere, for a lot less money. They don't sell well at the book sales. With no tracking in the past, there's no way to know how they have done otherwise. Mark says that it's premature to try e-commerce or a permanent store. IRS issues complicate things. Jean notes that they were very popular before, would be a nice addition to puzzles and notecards, esp on Monday/Saturday sell dates. Cheryl (as a friend) thinks we should table it until the new year, especially with the tight financial situation. Elaine asked to amend motion, do not sell now and reconsider in February. All aye.
- *Puzzles*: Mark's concern: cost \$5/6 ea, only 2 outfits, one in CZ with high shipping costs. Same discussion of inventory management and sales strategy. As long as all salepeople are volunteers, there are no tax issues. Eve moves that we don't sell puzzles. Mary C seconds. Eve suggests that kids aren't into puzzles, and adults want bigger ones. Beth worries about the tracking, even when we are in a better financial state. Eve thinks we should see how things work out with the notecards. Lila also thinks they'd be a good test case, including difficulty of getting volunteers to sell. She has grandkids who love puzzles, Patti knows kids who do too.

Mark thinks we could get them in time to sell for Christmas. Discussion of pricing, Elaine read from email sent by Mark. [text at bottom] Jean asked for list of what we sell: books, earbuds, discs, notecards. One different thing is the notecards. Final motion to not sell anything additional. All aye.

- Cards will be the gauge as to whether people want to buy other things.
- *Sand in the City volunteers*: Cheryl says we have enough. Beth got a packet, some others (Lila, Mary A, Gayle?) did not. Packet has what's happening, parking and so on. Mary A will need to email Marijo for her times. Others know when they're going. Issues with selling notecards: Cheryl will check on whether we can sell at all. First volunteer will take cards, cash envelope, and membership forms to the booth. Lila will check on the details with Marijo.

Reports

- *Book Sales, Irene*: all on track, except tables. Permanent sales shelves in library brought in over \$1000 last month. Art sale is on track; needs to talk to Emmett about newsletter. Artist gave her a hooked rug to donate, would like to raffle. Beth will need to check on rules. Irene also needs to talk to Emmett about what volunteer she needs info about in the newsletter.
- *Communications, Emmett*: hit a snag with design of newsletter, which software to use: really expensive InDesign or something else. Has been playing with lower-end options. May be doing in Word this time. Also taking longer with new logo and redesign. No other newsletter needs. Olympia Copy can take original by email. Discussion of mailing process. Patti will let us know about mailing party, if any.
- *Membership, Gayle*: no new news.
- *Volunteer, Lila*: has been trying to figure out what we're doing, and where the needs are. Best thing she could do would be to screen possible new volunteers, not sure about screening re: background checks. Trust issues around money, maybe just new volunteers are in non-money situations. Committees are creating information for an organizational chart. Amy on library staff also needs to be able to contact Lila with volunteers. Jean says she can do welcome/screening calls. Gayle sends info to Jean & Marijo for people who want to volunteer. Also, sales of notecards: 1st Monday, 3rd Saturday. First day would be Sept 19; full list is in the August board packet. Asked Cheryl for best Saturday hours: 12-2pm?

Eve moves to adjourn, Gayle seconds, adjourned at 1:05 pm.

Old & New Business, Discussion

1. Board Action Required:
 - Honor and thank Mimi Williams on December 11 at 6:00 p.m.
 - Redo the Friends' Brochure – who wants to work on this project?
 - Ink cartridges as a fundraiser – Cheryl
 - New Chair for the Outreach Committee – Marijo needs to resign from the Board
 - Charge account at Trader Joe's
 - FOL Org Chart and Committee duties
2. Create and/or modernize the Book Templates, Free Book Coupons, Name Tags
3. Update Friends' Property List
4. Committee Report Template – How is the new one working
5. Committee Job Descriptions Template – Lila will work with Committee Chairs to update Job Descriptions and create a FOL Organization Chart, with Elaine's, help for the November Board Meeting.

**PRELIMINARY GUIDELINES for FOL COMMITTEE CHAIRS in DEVELOPING
JOB DESCRIPTIONS and PROCEDURES**

- Committee name**
- Chairperson's name, phone and email**
- Back-up member's name, phone and email**
- Committee responsibilities**
- Procedures for carrying out each responsibility – including deadlines**
- Examples of all forms, materials, supplies and/or funds required to carry out responsibilities**
- Name, address, phone and email of all vendors and contacts used by the Committee to complete tasks**
- Anything else you think we need to put in a "Procedures Notebook" that will ensure the continuing smooth running of the Committee**

I don't want this to be a terrifying document!!!!!!!

It's meant to give you an idea of what I'd like you to start thinking about as we prepare to put our Procedures Notebook together.

When Lila returns from vacation in October, she'll contact each Committee Chair and work with you to put the information into a consistent format. Elaine has volunteered to help her in this endeavor.

Cheryl and I are also available to meet with you if we can be helpful.

I'd like to set this as a solid goal for the Board to reach by the end of 2009.

I'll send an email to Lila and ask her to get in touch with me when she's back in Olympia so we can get started soon and avoid a huge rush at the end of the year.

THANK YOU ALL!

Library Manager's Report

Friends' Meeting
Olympia Timberland Library
September 15, 2009

Service Story:

Olympia Loves Timberland Regional Library's Summer Reading Program!

Here's a story that makes all the hard work that goes into planning and executing the SRP all worth it. Today a teacher came into the Olympia library to pick up finishing packets for all 23 of his preschool students. Many of them were the lucky recipients of starred tickets, so he also selected some prize books for the winners.

He couldn't say enough about the wonderful programs we offered this summer; all of which he and his students attended. He teaches at the Olympia Early Learning Center and he mentioned that most of his students do not visit the library with their families. The mission of the Olympia Early Learning Center is to support single mothers who are trying to re-enter the work force or obtain training or education. Another important mission is to help make children school-ready. So their exposure to the library through the events and activities of the SRP is an important piece in the accomplishment of their mission. Not-to-mention the efforts of their dedicated, energetic teachers!

As I was preparing the finishing packets, he mentioned that he was going to take the kids on a field trip to the Point Defiance Zoo. Imagine his surprise when he learned that a free pass to the zoo is included in the prizes! I asked if he ever goes to the Children's Museum and he said he was planning that for later next week and was happy to learn about the museum coupon included in the packet.

Aren't we fortunate to be a part of an organization, like his, that promotes libraries and reading as part of the essential elements of life-long learning?!

Submitted by Mary, Youth Services Associate

Olympia Timberland Library – news

1. Check out the theme for this month's adult book display on banned books – Kelsey has also created a booklet of banned books and there is a book at the Adult Information desk of all banned books and the reasons why they were banned and by whom.
2. Inviting Mimi Williams to thank her for her paintings. What about the idea of asking Mimi to one of the nights of the Art Sale?
3. Celebrating major staff milestones – we have two staff members celebrating years of service with Timberland Regional Library. Pat H. Adult Services Associate has worked 25 years, and Pam R., Circulation Assistant has worked 35 years.

Timberland Regional Library

1. Executive Director Jodi Reng will be retiring October 21, 2009.

TRL news release:

July 24, 2009

TRL's Executive Director Jodi Reng Announces Retirement

Timberland Regional Library (TRL) Executive Director Jodi Reng officially announced her retirement at the Board Meeting, Wednesday night in Westport.

Ms. Reng has served nearly 20 years as a director of several multi-branch library systems in Washington State and Minnesota. She began as TRL's Executive Director in November of 2003 leading the library district through many significant accomplishments, including:

- Guiding the growth of the library in the opening of new library buildings in McCleary, Westport, Chehalis and Ilwaco
- Instituting new early learning programs to elevate literacy in young children
- Supporting the annexation of Aberdeen and Shelton Timberland libraries into TRL to save stretched city budgets and possibly keep them from closing
- Introducing the Timberland kiosk concept which provides library service to locations too small for a full-service library
- Leading a classification study that reorganized staff more efficiently and made wages competitive with other libraries and businesses in our communities
- Guiding staff to develop and implement numerous solutions to position TRL favorably during a bleak economic outlook, saving jobs without using reserves or furloughs
- Launching downloadable materials including audio books, music and video

Ms. Reng provided the Board of Trustees a 90-day notice with her last day being Wednesday, October 21. She said "I'm proud of TRL's service centered culture. Knowledgeable and caring staff help patrons in accessing information they need to improve their lives, making individuals, families and entire communities stronger. I've enjoyed the many wonderful people I've met here at TRL and feel good about the direction we're moving."

TRL Board President Judy Weaver responded "Jodi made it look easy. She provided a depth of library leadership experience and the talent and enthusiasm to help us move forward. She will be sorely missed."

Ms. Reng plans to devote more time to family, travel and hobbies. A search process for a new executive director is anticipated to take 6-9 months and will include an international recruitment and extensive review process that will include public presentations and input from citizens.

Timberland Regional Library provides for the information, reading and lifelong learning needs of the Grays Harbor, Lewis, Mason, Pacific, and Thurston county public at 27 community public libraries and 7 library service partner locations. The library system is funded mainly by local property taxes. Anyone needing special accommodations to participate in a library's program may contact the library one week in advance.

2. **Library book donations** : In order to comply with state law, and in accordance of Timberland Regional Library policy, "Donation of Materials," policy #5D71, all Friends' groups must pay Timberland Regional Library a fee of \$1 per month for library book donations that patrons specifically donate to the library and the library gives to the Friends (materials the library does not want). For this year, the amount would be from July-December, a total of \$6. Cheryl will provide Beth a copy of the policy.
3. **Over-due fines begin October 1** – informational handouts will be available at the meeting or go to www.trlib.org for information.
4. **Inter-Library Loan Fees** – Beginning October 1, 2009 Timberland Regional Library (TRL) will pass through to patrons any Interlibrary Loan (ILL)fees that other library systems may impose when filling TRL requests for materials. Information handouts will be available at the meeting or go to www.trlib.org for information.

Financial Requests:

1. Would the Friends consider recognizing staff's years of service, this time for Pat and Pam?
2. A replacement clock for the front entrance **\$25**

Respectfully submitted,
Cheryl Heywood_