

BOARD MEETING AGENDA

Mission Statement: “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. Library Manager’s Report – Cheryl Heywood
5. New and Old Business, and Discussion – Mary Belz
6. Outreach Report – Marijo Loftis
7. Volunteers Report – Lila Sjodin
8. Book Sale Report – 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.
13. November 17, 2009 Board Meeting at the Olympia Library, noon to 1 p.m.

September Board Minutes

Taken September 15 by Elaine Nelson, Secretary

Called to order 12:05 pm

Present: Mary Belz, Beth Dubey, Mary Flannery, Eve Johnson, Patti Paul, Emmett O'Connell, Mary Applen, Jean Finely, Elaine Nelson, Cheryl Heywood

Minutes: correct Beth's last name. Need to always capitalize Friends. Beth moves as amended, Patti seconds. All aye.

About Georgia & Winnie. G is not well and has at been at Virginia Mason and St Peters, may be able to go home to daughters. Probably should stop sending Friends' materials. Jean has a card to sign. Winnie is back at Merrill Gardens, Jean visited yesterday, delightful visit with her & daughter in law. She's much better, but still not supposed to stand up unless someone is right there with her. Will be giving history materials to Lila; they knew each other from volunteering with the historical society. Neither Georgia nor Winnie has officially resigned from the board. Jean showed us a book from Winnie's 90th birthday, fascinating stuff. Library has copies.

Treasurer's report. Since last month, we took in \$53 more than we spent! There's been more in and more out since report, but not much total difference. Raffles: we are in the clear with gambling commission, since we'll make less than \$5000. A review of the bylaws was discussed. We want to put them online. Beth will scan the version she has from May 2004 and email to Elaine. Elaine, Patti, Beth, Emmett will work on a review for the October meeting. Jean will look thru her records as well.

New/old business

- ❑ **Recognition of Mimi Williams:** Dec 11 event, small reception, 2nd weekend of art sale. Irene is trying to get free local music for the same evening. Time not yet set. Also, have not yet invited Mimi. Cheryl will call & invite.
- ❑ **Brochure:** discussed whether to work on a new version for next year. Can use TRL Communications, take a look at Tumwater's brochure. TRL would print if we use their template, don't know whether they would if we design our own? Discussion of design issues. Cheryl can talk to Jeff [in Communications?] on Thursday in another mtg. Will be discussed at next Communications meeting and then at October board meeting.
- ❑ **Ink cartridges fundraiser:** until earlier this year we worked with Rapid Refill Ink to take used cartridges. The company is no longer in the area. New company, Cartridge World Olympia, has left box and wants to partner. They want their donation to go to specific area if possible. Estimated total is about \$1/cartridge, maybe \$200/year? Discussion of whether to have them present checks at board meeting or similar, maybe at May general meeting? Nothing about a specific area of donation is in the contract, but was communicated in email to Cheryl. They pick up & drop off the box. Elaine moves that we contract with and that Beth will be contact, Patti second. All aye.
- ❑ **Charge account at Trader Joe's:** Currently have accounts at Top Foods, Safeway, and Ralph's/Bayview to accommodate buying different items, price comparisons, staff convenience. Eve would prefer us to buy locally. Beth is concerned about fiduciary duty and buying where the costs are lower. Mary A moves that we get a charge account at Trader Joe's if possible, Jean seconds. All aye. Beth will look into it.
- ❑ **Membership of our board:** Marijo would like to leave; Winnie and Georgia will probably not be coming back, so we need to be thinking about new board members. We're doing a lot of stuff, and capacities differ quite a bit. We'll have more clarity about various board jobs once Lila and Elaine finish org chart process. Elaine asked if we have recruited via newsletter: not so far. Jean suggested contacting Patty Bergman, who is retired, and has told Mary F that she might like to do some volunteer work. Mary F will contact.

Discussion of other volunteering issues. Cheryl suggests the clearest thing is to do regular phone call, then sending emails, cc project or committee leader. Mary B will review the form for revision; Eve will also look at most up to date version, and Elaine will check that website copy is most up to date.

Reports

- ❑ **Book sale:** Patti has booksale fliers.
- ❑ **Communications:** Emmett got some art sale info from Irene, but may not be able to fit; will discuss at comm mtg. There's a completed draft, should be out next week. Ross will be working on bookmarks for the art sale to be distributed at the book sale. Cheryl will be getting info to TRL, and Irene contacted The Olympian, they will be doing a story.
- ❑ **Cheryl's financial requests:** replace clock. Also have two staff celebrating significant milestones, 25+ years of service. Cheryl will be making desserts, do we want to recognize? There is a patron in Olympia, Ed Miller, who gives boxes to staff for these milestones. Nothing has been done by the Friends in the past. Elaine suggests sending a card. Beth suggests gift certs with dollar a year, starting at 25 years, for something local. Eve moves spending up to \$100 for all requests including anniversary recognition, [??] seconds, all aye.

Adjourned at 1:03.

Balance Sheet as of 10/13/2009

	5/31/2009	6/30/2009	7/31/2009	8/31/2009	9/30/2009	10/13/2009
ASSETS						
Cash and Bank Accounts						
CD #3	14,937.14	15,021.03	15,021.03	15,021.03	15,096.75	15,096.75
OFS Checking	6,285.51	3,034.42	1,561.57	1,400.81	850.68	5,055.98
TOTAL Cash and Bank Accounts	21,222.65	18,055.45	16,582.60	16,421.84	15,947.43	20,152.73
LIABILITIES & EQUITY						
LIABILITIES	0	0	0	0	0	0
EQUITY	21,222.65	18,055.45	16,582.60	16,421.84	15,947.43	20,152.73
TOTAL LIABILITIES & EQUITY	21,222.65	18,055.45	16,582.60	16,421.84	15,947.43	20,152.73

Register Report 9/9/2009 through 10/13/2009

Date	Num	Description	Memo	Tag	Amount
Admin					-\$65.00
10/12/2009	1246	American Library Assn	ALTAFF membership	Admin	-\$65.00
Adult					-\$324.06
9/15/2009	1235	Jean Finely	Page Turner Books	Adult	-\$279.82
9/28/2009	1240	Jean Finely	Page Turner Books	Adult	-\$44.24
Art Fair					\$0.00
9/21/2009	DEP S	Deposit		Art Fair	\$50.00
9/21/2009	DEP	Deposit	Escrow	Art Fair	-\$50.00
9/23/2009	DEP	Deposit		Art Fair	\$450.00
9/23/2009	DEP	Deposit	Escrow	Art Fair	-\$450.00
10/5/2009	DEP S	Deposit	McDonald	Art Fair	\$50.00
10/5/2009		Deposit	Escrow	Art Fair	-\$50.00
Community					-\$610.00
9/15/2009	1237	Rowan Jacobsen	Author program	Community	-\$300.00
9/15/2009	1238	Karen Burns	Author program	Community	-\$300.00
10/12/2009	1244	Friends Of Yelm Library	Gift for Jodi Reng	Community	-\$10.00
Interest					\$0.49
9/30/2009		Interest Earned		Interest	\$0.49

Membership					\$150.00
9/21/2009	DEP S	Deposit		Membership	\$5.00
10/5/2009	DEP S	Deposit		Membership	\$155.00
10/11/2009	1243	Barry Pines	Refund	Membership	-\$10.00
Misc					\$84.33
9/30/2009	DEP	Deposit	OST	Misc	\$84.33
P&P					-\$52.93
10/12/2009	EFT	Olympia Copy & Printing	Book Sale	P&P	-\$52.93
Rent					-\$250.00
9/28/2009	EFT	Quality Self Storage	Oct	Rent	-\$250.00
Sales					\$4,217.71
9/30/2009	1242	Cash	Change for Book Sale	Sales	-\$135.00
10/5/2009	DEP S	Deposit	Oct Book Sale	Sales	\$4,458.50
10/12/2009	EFT	Celebrations	Tables	Sales	-\$105.79
Shelves					\$533.14
9/11/2009	DEP	Deposit		Shelves	\$183.50
9/15/2009	1236	Patti Paul	Tape for boxes	Shelves	-\$23.86
9/18/2009	DEP	Deposit		Shelves	\$175.50
9/25/2009	DEP	Deposit		Shelves	\$175.50
10/5/2009	DEP S	Deposit	Note Cards	Shelves	\$22.50
Staff					-\$141.50
9/15/2009	1239	Fireside Bookstore	GC for long-time employees	Staff	-\$60.00
9/20/2009	EFT	Safeway	Allie's going away party	Staff	-\$33.11
9/20/2009	EFT	Storman's Inc.	Mtgs, going away party	Staff	-\$35.73
10/12/2009	EFT	Safeway	Page/Aide meetings	Staff	-\$12.66
Youth					-\$248.54
9/20/2009	EFT	Danger Room Comics	Comics subscription	Youth	-\$28.24
9/29/2009	1241	Kristi Selby	Teen Pizza & paperbacks	Youth	-\$45.98
10/12/2009	EFT	Danger Room Comics	Comics subscription	Youth	-\$5.31
10/12/2009	EFT S	Haggen Inc	Reading Exp, Game Zone	Youth	-\$42.01
10/12/2009	1245	Carrie Dye	High school yearbooks	Youth	-\$127.00
OVERALL TOTAL					\$3,293.64
Certificate of Deposit					
		Interest Income			\$75.72

Library Manager's Report

Service Story:

Monday September 28, at the library, we had our first Reading Explorer session for Fall 2009. Ten eager young readers (4th-6th grade) crowded into Cheryl Heywood's office because the meeting room was in use. During our session Garrett Cooper, our security guard happened to walk by the window of the office. I took the opportunity point him out to my group and explained that he takes care of any problems around the library and keeps us safe. The group found that quite interesting! They all decided (it was a group decision) that Garrett is officially the "Guardian Angel" of the Olympia Library. They all found that quite amusing and one of the participants went out after our session to tell him of his new title! Garrett was really tickled!

Olympia Timberland Library – news

1. **Celebrating major staff milestones** – Circulation Assistant Janet M. is celebrating 35 years of service with Timberland Regional Library.
2. **Mimi Williams** will be Friday night, December 11, on one of the nights of the Art Show and Sale so we can thank her for donating her paintings. Let's discuss the time.
3. This month's adult book display theme is **National Hispanic Heritage Month**.
4. **Karen Burns**, author, who talked about her book at the September 25th program, "An Evening with Karen Burns, Working Girl," wrote a check for \$100 to be a "best friend" of the Friends of the Olympia Library.
5. Recently, Cheryl and Kelsey taught the **first two farming/market research classes** to Enterprise for Equity students. Kelsey created an extensive list (Internet websites, library databases and books) of farming resources that will soon be available from the "Internet Resources" from the TRL website. If you are interested, the list is available at the end of this report.
6. Sara and Jason will be attending the 7th Annual **Latino Youth Summit** at St. Martin's University this Friday. More than 500 students are expected to attend. Sara is a major coordinator of this event.
7. **7 new tables** for the meeting room have been delivered. These tables were paid for with the interest on the Rebe and Wiseman Family Trust.
8. Cheryl spoke to **students at Capital High School** about working in public libraries as a career, and sharing tips and tricks about resume writing and interviewing. Cheryl is also working with a student from Olympia High School who will be shadowing Cheryl and volunteering in the library for her culminating high school project. Cheryl will be speaking about library services to the **Low Vision Group** at the Community Center on October 20, as well as the **Lions Club** on October 27.
9. **2010 Board and Friends Forum** will be taking place in Thurston County on Saturday, April 24 at the Newmarket Skills Center in Tumwater. Mary Belz will be representing the Olympia Friends at upcoming planning meetings where there will be Library Board and Friends' representatives from other libraries in Thurston County (as well as library managers). If you have ideas to the Forum, please discuss them with Mary.
10. Wednesday, October 14, 7:30-9:00 – **"Meet Fablehaven Author Brandon Mull"** program –as a reminder, this is the program the Friends paid \$500 in July of this year. The Friends will be receiving a percentage from a Book Fair voucher from Barnes & Noble. Book Fair Vouchers will be accepted for a one week period from October 14 to October 20 at Barnes and Noble on Black Lake Blvd. Vouchers have been given to interested patrons at the library. Also, after this event at the end of the month, TRL will pay \$300 to the Friends to help with the \$500 program. This is the last program payment from the library. Due to budget cuts, TRL will not have a programming budget for 2010. Here's additional information from our events calendar (a major news release was issued, all tickets have been given out, and we expect over 150 people at this event):

Meet Brandon Mull, author of the Fablehaven book series. Mull travels the country promoting literacy and sharing his message that imagination can take you places. Copies of the Fablehaven books will be available for purchase and

signing. Please pick up free tickets beginning Wednesday, October 7 at the library's youth services desk. Limit five tickets per family. This event begins after the library is closed. The library will be open only for the presentation. Please use the 8th Avenue entrance. This event is cosponsored by Timberland Regional Library and the Friends of the Olympia Timberland Library.

11. You are all invited to the **35th anniversary of the Olympia Genealogical Society (OGS)** on Friday, October 24 from 6-9 p.m. at the library. The OGS will be providing cake and refreshments. Here's additional information:

Celebrate the large book donation made by Caroline Hartsuck Wright, the volunteers and staff who have worked to make it available to the public, and the 35th Anniversary of the Olympia Genealogical Society (OGS)! While you're there, learn more about the library's resources for genealogical research including databases, books, and the Genealogy Café from members of the OGS. Cake and punch will be served. This event is sponsored by the Olympia Timberland Library and the Olympia Genealogical Society.

Timberland Regional Library

1. TRL's Board and Friends' 2009-2010 Directory is now available, copies will be brought to the meeting. Please be aware information to change/add/delete to this directory was submitted much earlier in the year (in case there is any misinformation).

Financial Requests:

1. Would the Friends consider recognizing Janet's years of service, with a \$35 gift certificate to Fireside Bookstore?
2. To promote adult programs near the adult book display table, we would like to request a pedestal sign holder and a white dry erase insert surface for \$88.50 (without tax or S/H)
3. January – March 2010 Adult Winter Reading Club – request to be able to have winners elect one book of choice per week from the Friends Used Booksale shelves (as in years past)? Also as in years past, would the Friends consider offering \$25 gift certificates to three local bookstores, Orcas, Fireside, and Browser? We need to know this information as soon as possible because publicity needs to be submitted within several weeks.
4. Kelsey would like to offer a program, **Sweet Wishes Fairies** with Ruby Reusable (aka, Diane Kurzyna)
Age group: 11 and up
Date: Thursday, December 3rd, 5-6:30pm
Cost: \$200. including all supplies, set up and take down
What it is: Diane has been making artwork out of recycled materials since the mid-80's. She has done numerous art workshops with kids and adults in Washington public schools, the Tacoma Art Museum, the Museum of Glass, Thurston County Master Recycling Program, and many others. Sweet Wishes fairies are art dolls made using candy wrappers, telephone wire, and other recycled and scavenged materials. This program would emphasize recycling & upcycling, and participants would go home with at least one unique handmade doll to keep or give as a holiday gift.

You can see a description with photographs of a Sweet Wishes workshop in Olympia on Ruby's art blog... <http://rubyreusable.com/artblog/?p=623>

For more information about Ruby and her artwork, you can visit her website at www.rubyreusable.com

Total requests = \$398.50

Respectfully submitted,
Cheryl Heywood

NEW and OLD BUSINESS for DISCUSSION

1. Board Action Required:
 - Clarification and discussion re: purchasing bottled water, money we spend for Staff refreshments, goodwill candy for folks upset about late fines
 - Discussion of any other unresolved issues
 - Changes in the Board for 2010
 - Members retiring
 - New Members needed
 - How do we want to be organized for next year – What Committees do we need for the work that we anticipate (continuing and new)

THIS IS WHAT I'D LIKE TO CONCENTRATE ON FOR **THIS MEETING**.

IN **NOVEMBER** WE CAN TIE UP LOOSE ENDS ON THE COMMITTEE JOB DESCRIPTIONS

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.

IN **DECEMBER** WE CAN SET OUR PRIORITIES FOR 2010 AND **CELEBRATE A GREAT 2009!!!**

THANKS TO ALL OF YOU FOR YOUR CONTINUING PERSEVERENCE THROUGH
THIS YEAR OF TRANSITION!!!!!!