

BOARD MEETING AGENDA

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

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| 1. Call to Order | Noon |
| 2. Minutes of the October Meeting – Elaine Nelson | Noon |
| 3. Treasurer’s Report - Beth Dubey | |
| 4. Library Manager’s Report – Cheryl Heywood | |
| 5. Art Shows and Sales Report – Irene Osborn | |
| 6. Procedures Manual Scheduling – Lila Sjodin | 12:20 p.m. |
| 7. Budget Discussion – Everyone | 12:30 p.m. |
| 8. Adjourn | 1:00 p.m. |

December 15, 2009 Board Meeting at the Olympia Library, noon to 1 p.m.

October Minutes

Taken October 20 by Elaine Nelson, Secretary

Present: Mary B, Beth, Mary F, Patty, Eve, Mary A, Elaine, Cheryl

Guests: Judy Young, Eileen Ackerman, Kay Toterisi (sp?), Mark D.

Called to order 12:04pm, followed by Introductions

Winnie had a brain aneurysm, was at Harborview will be in rehab, doing pretty well. Has a card to sign.

Minutes of September Meeting - no corrections suggested.

Treasurer's Report - Beth Dubey - \$4217 net from the last book sale, shouldn't be any more expenses outstanding. Cheryl updated on the status of tables that can be used for the book sales in the future. Beth is researching liability insurance. Eve was not sure why we'd need it. Beth said that we might be liable if someone gets hurt at the book sale. Mark said that if someone filed a lawsuit, would still need to pay a lawyer to write a letter asking to dismiss, also suggested that there's a possibility of suit in relation to fraud. \$200/yr. Mark said one of the last boards he was on, that's about what that cost. National Friends organization offers insurance, Beth has a book on hold. She will discuss with Mark and come back with a recommendation. Trader Joes does not offer accounts. Got check from ink recycling, \$80. Beth, Patty & Elaine worked on bylaws updates, she will send by email this coming week to discuss at Nov meeting.

Library Manager's Report – Cheryl Heywood - Cheryl has district-wide Friends Boards directory. Need to have a time for Mimi to come during the booksale on Dec 11, no other program scheduled, suggests 5:30. Mary B asks if we should have it while the library is actually open, perhaps at 4pm. Mary A is concerned about driving at night. Elaine is not able to attend that day. Current suggestion is 4pm, Cheryl will contact Mimi to see if that time will work. Brendan Mull event with B&N voucher tie-in, we will be getting reimbursed \$300 of our original \$500 cost from TRL, voucher thru this week. Asking for replacement sign/whiteboard to replace easel that has been overshadowing book display.

New and Old Business, and Discussion – Mary Belz

Clarification of purchases. No longer buying bottled water for events, and have not done so, still working through the leftover bottles since last purchase. Amount of money spent for staff refreshments: Since 4/1, \$770 on meetings and parties. Had once said \$200/mo was a limit. Have spent \$1550+ at grocery stores, about half staff, half programs. \$200 for book fair. Question that arose is given our funding, what library needs, what friends what to do, is refreshments something we want to spend money on? Mary F mentioned specifically having book groups, i.e. Pageturners, buy their own refreshments, others have said it was not a good

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use of money, she doesn't think so either. Eve thinks food in general is not a good use of our money. Mary B thinks it's a bigger discussion — Beth has list of functions where we've bought food — for next time, everyone have a chance to look at the list and decide if this is something we want to do. Mary A suggests providing coffee, but no other food. Beth will prepare a more thorough report and send to board.

Goodwill candy for people upset by late fines. Instituted fines 10/1, much more difficult in terms of pushback, people owing \$100+, across the board people who said were overinformed, and others who said they didn't know anything. Started accruing before Oct 1, and a lot of people weren't aware. Some people freak out over \$0.50, others totally calm with paying \$50. Discussion of issues around fines. Did giving candy help? Yes, did for a day or two, and kept morale up among staff and patrons. A lot of angry people, a lot of time used by staff.

No committee reports (chairpeople all absent, due to work, school or illness).

Mary B wants to talk about committees and volunteering at the next meeting, had been hoping to have materials for this meeting, but not yet prepared. Will be meeting with committee chairs over the next month.

Putting out a quick issue of the newsletter, to help promote the art show. If anyone has anything, get it to Mary B ASAP, everything goes to Emmett at the end of the month.

Adjourned 1:03 pm.

Friends of the Olympia Library - Balance Sheet - As of 11/11/2009

	6/30/2009	7/31/2009	8/31/2009	9/30/2009	10/31/2009	11/11/2009
ASSETS						
Cash and Bank Accounts						
CD #3	\$15,021.03	\$15,021.03	\$15,021.03	\$15,096.75	\$15,096.75	\$15,096.75
OFS Checking	\$3,034.42	\$1,561.57	\$1,400.81	\$850.68	\$5,529.26	\$5,720.63
	\$18,055.45	\$16,582.60	\$16,421.84	\$15,947.43	\$20,626.01	\$20,817.38
TOTAL ASSETS	\$18,055.45	\$16,582.60	\$16,421.84	\$15,947.43	\$20,626.01	\$20,817.38
LIABILITIES & EQUITY						
LIABILITIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EQUITY	\$18,055.45	\$16,582.60	\$16,421.84	\$15,947.43	\$20,626.01	\$20,817.38
TOTAL LIABILITIES & EQUITY	\$18,055.45	\$16,582.60	\$16,421.84	\$15,947.43	\$20,626.01	\$20,817.38

Library Manager's Report

Friends' Meeting
Olympia Timberland Library
November 17, 2009

Service Story:

Today a woman came in and asked for help gathering info on a murder of a relative of hers, the murder taking place locally in 1969. Briefly, the search started with our bldg's Olympian microfilm and ended with the contact information for the Puget Sound Regional Branch of the State Archives, which have in their possession part of a police report the patron was not be aware of. While the patron searched The Olympian, we checked with the State Library and their subject file. And while the Reference Librarian couldn't find anything there, he found something promising on their archive link. He suggested I phone our State Archive, which I did, though learned from our Olympia State Archive that archival jurisdiction is determined by where the body was found, in this case north of here in Pierce County. I was referred by our State Archive to the Puget Sound Regional Branch of the State Archives in Bellevue, and directed to email them with the particulars. This contact info, email, phone, and mailing address for this Archive was given to the patron. There was something very pleasing with this result and all the cooperation along the way. – Angus, Adult Services Librarian

Olympia Timberland Library

1. The Friends will be honoring and thanking **Mimi Williams** for her generous donations on Friday, December 11, at 4 p.m. near her painting in the atrium.
2. Cheryl spoke to **students at McLane Elementary School** about library databases.
3. Cheryl and Sara spoke with United Communities Aids Network (UCAN) officials about library services that could help their clients.
4. This month's adult book display theme is **Travelogues**.
5. Matthew Green interviewed Cheryl and Communications Manager, Jeff Kleingartner about the Olympia Timberland Library for an article in a new Olympia newspaper called "Olympia Power and Light" which will be published fortnightly beginning November 11.
6. **60 new chairs and 2 new stands for the chairs** for the meeting room have been delivered. These items were paid with the interest on the Rebe and Wiseman Family Trust.

Timberland Regional Library:

1. New Director Joins Library Foundation

Timberland Regional Library is pleased to announce the hiring of Beth Warner as the new Director of the Timberland Regional Library Foundation. She brings a decade of experience in the professional management of multiple non-profit foundations in New Mexico.

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Ms. Warner has worked for local, state and national non-profit foundations, including the American Diabetes Association, Heart Hospital Foundation, and most recently as the Executive Director of the Carrie Tingley Hospital Foundation in Albuquerque, New Mexico. Warner's expertise includes financial operation of non-profit foundations, developing bylaws, fundraising initiatives and special event planning. Warner said, "I'm looking forward to meeting the people in our libraries, listening to their needs and finding ways to strengthen these communities."

Ms. Warner has a two-year certificate in Nonprofit Management from the Great Cities Institute of the University of Illinois in Chicago. She has a long history of volunteering and is excited to return to the Pacific Northwest where she lived for several years and has family nearby.

Financial Requests:

Staff:

As a supervisor, I know the value of saying "Thank you" to staff for a job well done. But sometimes words are not enough. The last 12 months have been extraordinary in terms of handling change under pressure. I have been so thankful for the skill, dedication, and excellent service from the 25 staff in the Circulation Department. I know this has been a hard year – the hardest year I've ever seen here at Olympia Timberland Library in my 5.5 years; I know that it has taken a toll on our ability to continue to stay at the peak of our abilities; and I know that the staff deserve a "thank you" that credits the way they have each given 110% to our patrons and to our community despite their fatigue, stress, and uncertainty in this precarious year.

- During the remodel, from October 2008-December 2008, Circulation staff worked out of the meeting room to offer new self-pick up services to our patrons in a limited space with complicated temporary materials-handling procedures and less than ideal working conditions. In addition, we had a temporary satellite station at the Service Center to coordinate OL materials handling for the district and helped other library branches during our closure.
- Leading up to the remodel, the District substitute budget had been severely cut. Anytime someone was on sick or vacation, we were only filling shifts sparingly. The overall effect was increased workload and increased stress levels as we all tried to do more with less.
- In January, we moved into our newly remodeled space and adjusted to drastic changes in workflow and training our patrons with self-pickup of holds. This involved sensitive discussions of confidentiality and budget considerations to be able to keep up with our increasing workload.
- In February, the library levy lid lift failed.
- Subsequent budget cuts affected the Circulation Department specifically, including: the substitute budget was completely eliminated, Page & Aide vacancies went unfilled for months, limits to checkout and holds were put in place and staff have had to train patrons on this new way of using the library, and the biggest change of all: overdue fees were adopted – making almost every transaction about money.

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There is a point at which change is invigorating and there is a point at which it is exhausting. We have been dangerously close to the latter for most of the year, and we have yet to encounter more changes in the coming months with adding credit card payments, pay-for-prints, the biggest change in magazine subscription cancellations we've ever experienced and learning a new automated library system.

I am requesting support from the Friends of the Olympia Library to help me to take care of this large group of dedicated staff so that they, in turn, can continue to be the best they can be for our patrons. Together with the Assistant Circulation Supervisor, Amy P., we would like to express our gratitude by hosting a Circulation Staff Appreciation Brunch in December. We ask for a budget of \$75 to purchase fruit, waffle ingredients and toppings, ingredients for making quiche, coffee, tea and juice. We know that our staff of the Olympia Circulation Department give their all to their jobs and to our patrons and now we ask for a little help to give back to them.

Sincerely,
Adrienne

Youth:

Winter/Spring/(partial)Summer Youth Services Budget 2010

Performers:

Buck & Elizabeth show: January 20, 2010:	350.00
Program (s) for Read Aloud promotion:	400.00
Possible Pet Fair:	250.00
Possible Irish Dance program	<u>150.00</u>
Total:	\$1,150.00

BOOK CLUBS

Reading Explorers –Jan-Feb-Mar 2010	350.00
Teen Book Club March-April-May	350.00
Pizza & paperbacks	75.00
Total Book club:	<u>\$775.00</u>

OUTREACH:

Evergreen Village Neighborhood Center:	\$300.00
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Miscellaneous:

2 guessing jars:	20.00
1 gift certificate to Fireside Book store	20.00
1 gift certificate to Orca bookstore	20.00
Flannel board	40.00
Puppet (s) for puppet show	175.00
Summer Reading	
Upstart order:	100.00
SRP Diecut	<u>60.00</u>

Total Miscellaneous: \$ 435.00

Total YS Budget for Winter Spring 2010: \$ 2,660.00

Addendum : additional requests for Fall 2009:

Bookplates for author to sign (Reading Explorers) \$50.00
*Mileage for Performer Rick Meyers (Portland to Olympia and return @ .55.
Approximately \$ 126.30

Total Request: \$ 2836.50

***The Friends approved funding of \$260 for Rick Meyers to go to Evergreen Villages Neighborhood Center in December several months ago. Since Mr. Meyers is giving us a discount for his fee, and he is coming from Portland to do this program, it would be great to offer him mileage to and from Portland.**

Adult:

1. Author Naseem Rakh is an award-winning journalist whose stories have been heard on NPR's All Things Considered, Morning Edition, Marketplace Radio, Christian Science Monitor, and Living on Earth. We would like to invite her to speak about her book, "The Crying Tree," in February 2010. To learn more about Naseem and her book, visit www.naseemrakh.com

\$400

TOTAL \$3,311.13

Respectfully submitted,
Cheryl Heywood

NEW and OLD BUSINESS for DISCUSSION

Following the discussion at our last Board Meeting, it seems that we need to dedicate some additional time to considering how FOL funds are spent in support of our Library.

Because our time is limited, we'll begin our November meeting with the usual Minutes, Treasurer's Report, Library Manager's Report and then include a report on the upcoming Art Shows and Sales from Irene. We can use the first 20 minutes for these reports.

The next 10 minutes, I'd like to spend setting up a schedule for Lola to meet with the current Committee Chairs to develop the content for our new Procedures Manual. We'd like to get the Manual completed before our January Meeting so we'll be in good shape to begin our search for new Board Members. Please bring your calendars with you so we can find convenient times for everyone.

The final 30 minutes I'd like to devote to an open and candid discussion about how we spend the Friends' money to support the Library. We'll be looking at the budget in the following 4 categories:

1. Durable items
2. Nondurable items
3. Discretionary funds
4. Special projects

Discretionary funds seem to be the primary issue right now, so we'll begin our discussion with that category. If we need additional time to look at the other categories, we'll put them on subsequent agendas.

It's very important that everyone has an opportunity to join in this discussion, so please be ready to add your thoughts as we proceed.

This will be an important Meeting and I look forward to seeing you all on the 17th!!

**THANKS TO EVERYONE FOR YOUR CONTINUING PERSEVERENCE
THROUGH THIS YEAR OF TRANSITION!!!!!!**