

## **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 October Meeting** **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 Report – Lila Sjodin**
  
- 7. Email Membership List – Emmett O’Connell**
  
- 8. Celebration of Our Accomplishments in 2009 and Plans for 2010 - Everyone**  
**12:30 p.m.**
  
- 9. Adjourn** **1:00 p.m.**

**January 19, 2010 Board Meeting at the Olympia Library, noon to 1 p.m.**

## November Minutes

Taken November 17 by Elaine Nelson, Secretary

Meeting run by VP Mary Flannery in President Mary Belz's absence.

**Present:** Mary Flannery, Gayle Newsom, Lila Sjodin, Eve Johnson, Jean Finely, Mary Applen, Patti Paul, Cheryl Heywood, Elaine Nelson, Emmett O'Connell, Irene Osborne, Mary Campbell, Beth Dubey.

**Guests:** Kay T [do not have list in front of me with correct spelling]

[note: arrived after meeting called to order, so do not have exact time.]

**October Minutes:** request from Cheryl for editing on information about library fines.

**Treasurer's Report:** received \$102 from Barnes & Noble event. What's listed in checking account is low, art show funds are in separate "escrow" type account right now. Have \$500 of previously approved budget items not yet spent.

### Some general updates:

- Georgia is somewhat better at home with drop-in health. Winnie spent three weeks in intensive care after neurosurgery, now at Panorama city convalescent center.
- Patti noted that the reason the newsletter went out later was because of Columbus Day holiday, and all the mail goes to Tacoma before coming back to Olympia.

**Library Manager report:** Cheryl noted that we were sitting on chairs bought with interest from bequest: lightest on the market, LEED-certified, made from recycled plastic from car batteries. Discussion of request for funds for staff appreciation event. They are a highly functional team, but tired. Don't have time to set aside for any sort of entertainment. Report reflected total request, including many activities through early June. Irene moves to approve all, Gayle seconds. Discussion. All aye.

**Art show update, Irene:** Thinks it's ready to go, asked everyone to please take fliers to post. Artists got fliers as attachments in an email. Newsletter with the same announcement is going to printer with corrected artist name spelling today. Artists will be doing their own selling. Jennifer is calling and emailing to get help with volunteers. Jim Lynch (author) will be speaking on the first Friday evening, but otherwise library will be closed on the other Friday evenings. Cash or check only, paid to FOL, but with notation of name & table number of each artist.

**Procedures manual, Lila:** Will be talking to committee chairs to figure out procedures as they are currently done. Posted days available on the whiteboard. Later someone brought up that everyone wrote job descriptions last summer sometime. Patty's isn't done.

**Budget discussion,** following Mary B's notes, although she was out ill. Discretionary funds? Cheryl has authority to spend under \$100 between meetings when things are needed.

### **Friends of the Olympia Library Board Meeting – December 15, 2009**

Discussion. Gayle does not want food in the library for public events: furniture, computers, books. Jean disagrees, was once prevalent to never have food in libraries, but lots of libraries are having a more informal atmosphere around food. Eve is concerned about obesity issues. Mary [forgot to write which one] brought the discussion back to the discretionary. Cheryl responded that take-aways -- as an alternative to food in the building -- also have environmental and other issues. Emmett: having food at an event adds to it, makes it more social. Building community through food, builds goodwill, eases crises. Beth: cost is not much per person. Elaine: return on investment? The district administration makes the decision whether there is food allowed at all at programs & events; the question is: do we want to help pay for it?

Irene moves that we provide food when requested, two Marys second it. Discussion continued. Beth has reports from 2006-2009, in that four years, approximately \$10,000 (\$2500/year) was spent for food. Over four years, book sales were \$55K, shelves \$32K. Total income: \$122K+, making food spending about 8% over four years. Jean notes that local people that we buy food from know that the Friends is buying from them, increasing awareness. Jean calls for vote. 2 nay, all other aye.

Cheryl notes that it's important to buy the top of the line item for durability & longevity, 1500 visitors per day, large staff. Working at peak in terms of staff and building size re: events, etc.

Tabling discussion of discretionary funds until Mary B can be here.

**Funding request from Kay:** request from friends of Washington Performing Arts Center, fundraiser for their youth programs: student rush tickets, youth tickets, young musicians, try out musical instruments at Arts Walk, research guide created with Timberland Regional Library. At one station [of indoor mini golf event? forgot to write particulars] would like to give book to every child who comes in with can of food for needy. [Carrie?] thinks she might have enough books in her Scholastic/Evergreen book collection. Event is about two weeks before next book sale. Irene moves that we support this and donate books to the Washington Center, Patti seconds. All aye.

**Cheryl:** we were written up in HR newsletter that was sent to all staff.

**Irene:** Kay has been volunteering beautifully in the book sort, esp while Wanda is in Africa.

Adjourned 12:57 pm

## Friends of the Olympia Library - Balance Sheet - As of 12/9/2009

Account	7/31/2009 Balance	8/31/2009 Balance	9/30/2009 Balance	10/31/2009 Balance	11/30/2009 Balance	12/9/2009 Balance
<b>ASSETS</b>						
Cash and Bank Accounts						
CD #3	\$15,021.03	\$15,021.03	\$15,096.75	\$15,096.75	\$15,096.75	\$15,096.75
OFS Checking	\$1,561.57	\$1,400.81	\$850.68	\$5,476.95	\$5,191.26	\$10,654.93
<b>TOTAL</b>	<b>\$16,582.60</b>	<b>\$16,421.84</b>	<b>\$15,947.43</b>	<b>\$20,573.70</b>	<b>\$20,288.01</b>	<b>\$25,751.68</b>
<b>TOTAL ASSETS</b>	<b>\$16,582.60</b>	<b>\$16,421.84</b>	<b>\$15,947.43</b>	<b>\$20,573.70</b>	<b>\$20,288.01</b>	<b>\$25,751.68</b>
<b>LIABILITIES &amp; EQUITY</b>						
<b>LIABILITIES</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>EQUITY</b>	<b>\$16,582.60</b>	<b>\$16,421.84</b>	<b>\$15,947.43</b>	<b>\$20,573.70</b>	<b>\$20,288.01</b>	<b>\$25,751.68</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>\$16,582.60</b>	<b>\$16,421.84</b>	<b>\$15,947.43</b>	<b>\$20,573.70</b>	<b>\$20,288.01</b>	<b>\$25,751.68</b>

**Friends of the Olympia Library - Register Report - 11/12/2009 through 12/9/2009**

Date	Num	Description	Memo	Tag	Amount
<b>Admin</b>					<b>-\$10.00</b>
11/18/2009	1256	Secretary of State	Filing Fee2009	Admin	-\$10.00
<b>Adult</b>					<b>-\$2.00</b>
11/28/2009	EFT S	Storman's Inc.	Page Turners	Adult	-\$2.00
<b>Art Fair</b>					<b>\$5,578.50</b>
12/4/2009	DEP S	Deposit	Buchholz	Art Fair	\$50.00
12/4/2009	DEP	Deposit	Escrow	Art Fair	-\$50.00
12/7/2009	DEP	Deposit		Art Fair	\$3,568.50
12/7/2009	DEP S	Deposit		Art Fair	\$1,910.00
12/7/2009	DEP	Journal Entry	Patron check	Art Fair	\$60.00
12/7/2009	DEP	Journal Entry	Cookie sales	Art Fair	\$200.00
12/7/2009	CASH	Amy Pavletich	Cash payment	Art Fair	-\$160.00
<b>Community</b>					<b>-\$221.94</b>
11/28/2009	EFT S	Storman's Inc.	Timberland Reads To	Community	-\$21.94
12/5/2009	1259	Diane Kurzyna	Recyclable Art Program	Community	-\$200.00
<b>Equipment</b>					<b>-\$176.52</b>
11/16/2009	1254	Beth L Dubey	Dish Rack	Equipment	-\$43.39
11/18/2009	1257	Cheryl Heywood	Sign Board & Stand	Equipment	-\$79.65
11/28/2009	1258	Carrie Dye	Bookplates	Equipment	-\$27.45
12/9/2009	1262 S	Beth L Dubey	Toaster Oven	Equipment	-\$26.03
<b>Interest</b>					<b>\$1.50</b>
11/30/2009		Interest Earned		Interest	\$1.50
<b>Membership</b>					<b>\$315.00</b>
11/18/2009	DEP	Deposit		Membership	\$75.00
12/4/2009	DEP S	Deposit	FFL Merritt	Membership	\$150.00
				Membership	\$50.00
12/7/2009	DEP S	Deposit		Membership	\$40.00
<b>P&amp;P</b>					<b>-\$108.80</b>
12/5/2009	1260	Postmaster	Bulk Mail Deposit	P&P	-\$100.00
12/9/2009	1262 S	Beth L Dubey	Stamps	P&P	-\$8.80
<b>Rent</b>					<b>-\$250.00</b>
11/28/2009	EFT	Quality Self Storage	Dec	Rent	-\$250.00
		Shelves			\$333.50
11/20/2009	DEP	Deposit		Shelves	\$164.50
11/27/2009	DEP	Deposit		Shelves	\$169.00
<b>Staff</b>					<b>-\$46.75</b>
11/28/2009	EFT S	Storman's Inc.	Circ meeting	Staff	-\$21.75
			GC for A Elson	Staff	-\$25.00
<b>Youth</b>					<b>-\$470.00</b>
11/17/2009	1255	Terry McManus	Puppets Please	Youth	-\$450.00
12/9/2009	1261	Orca Books		Youth	-\$20.00
<b>OVERALL TOTAL</b>					<b>\$4,942.49</b>
<b>Note: Art Fair Sales is the gross amount, FOL will keep \$1,115.60.</b>					

## Library Manager's Report

### Service Story:

Olybabies promotes Book Babies program at Olympia!

We have a large and dedicated group attending our Book Babies program at Olympia. Little did we know that some of these parents were using technology to network and support each other as parents of young babies! We were surprised that on their own they were advertising our Book Babies program on their site. The site is called Olybabies: a gathering space for mamas and papas of OlyBabies. Parents of young children can often feel isolated, but new social networking software can ease those transitions. Check out Olybabies: a gathering space for mamas and papas of OlyBabies: <http://olybabies.ning.com/>.

-Carrie and Beth

### Olympia Timberland Library News:

1. Cheryl spoke to a Yelm business group about library business resources.
2. Kelsey spoke to a class at TESC about zines and our zine collection.
3. A Peer Advocate from *Partners in Prevention Education* is doing outreach every 2 weeks in the library. She works with youth and young adults ages 12-30 on the issues of domestic violence, sexual assault and homelessness.
4. This month's adult book display theme is, "Make a present!"
5. The adult graphic novel collection has been expanded to two sections situated at the end of the mystery section.
6. There are new signs and lettering around the building and in the foyer.

### Timberland Regional Library News:

1. **Library to offer free Web-based class by Morningstar:  
"Rebalance Your Portfolio for 2010 in Just 30 Minutes"**

Courtesy of Timberland Regional Library (TRL), members of the public are invited to view a free webinar (an Internet-based seminar) titled "Rebalance Your Portfolio for 2010 in Just 30 Minutes," by Morningstar, Inc., an independent investment research company.

The webinar begins at 1 p.m. on Wednesday, December 16. The session will present investing ideas and show how TRL's database subscription to Morningstar Investment Research Center can help people manage their portfolios and keep their investments in order.

To participate, people need a telephone and a computer with Internet access. They must also register in advance by e-mailing [librarytraining@morningstar.com](mailto:librarytraining@morningstar.com) and mentioning Timberland Regional Library. Webinar participation cannot be accommodated inside library branches.

## Friends of the Olympia Library Board Meeting – December 15, 2009

For more information on the webinar or the library's databases, call a TRL reference center librarian at 1-800-562-6022, or 704-4636 in the Olympia area, or go to [www.TRL.org](http://www.TRL.org).

### **Timberland Regional Library Foundation News:**

#### **1. "Gift of Charity" – new program**

FYI - To develop and encourage philanthropy to benefit the Timberland Regional Library and the communities it serves, the Foundation is offering people in our communities a unique meaningful gift giving opportunity. Patrons can make a donation to the Timberland Regional Library Foundation in another person's name and make a positive impact on nearly 500,000 people. For more information, go to [www.trlffoundation.org](http://www.trlffoundation.org) or drop by your local library.

### **Financial Requests:**

1. ALA bookmarks and posters **\$209.75**
  
2. Welded steel Book trucks (Brodart) 43" by 24" by 14" **\$270.00 X 2**  
color: Blueberry \$270.00 each plus shipping.  
(Justification: We will use these tall carts in the picture book and YA areas as re-shelving carts. They take up less space and also can be used for temporary displays.)
  
3. Youth Services staff discovered they need to beef up their incentive supplies for an upcoming program: Good Reads for a Frosty Day. These incentives can be used for other programs if they are not used up.  
**\$57.00.**
  
4. Exterior Sandwich Boards with Sintra sign faces Lettered as per Customer Request. Snap Strips Fastened to Middle of Sign for Insertable Information. **\$147.96 (for one)**
  
5. 15 lamp holder replacements for lights for the Sylvester Window paintings **\$37.50**

**Total: \$992.21**

Respectfully submitted,  
Cheryl Heywood

**NEW and OLD BUSINESS for DISCUSSION**

For our final FOL Board Meeting of 2009, I'd like to involve all of our Board Members in celebrating our accomplishments this year and talking about our plans for 2010.

So bring your applause and wish lists on Tuesday and we'll have a wonderful opportunity to look backward and forward, and appreciate the dedication and work of this terrific FOL Board!

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