

BOARD MEETING AGENDA

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

1. Call to Order
2. Minutes of the July 2010 Meeting – Elaine Nelson (pgs 2-3)
3. Treasurer's Report - Beth Dubey (end of packet)
4. Library Manager's Report (pgs 4-5)
5. Sales Committee Report – Kay Tortorice
6. Annual Meeting Reports – Kay Tortorice (pgs 6-7)
  - Budget
  - Who to honor and how
7. Volunteers Report – Lila Sjodin
8. Communications Report – Emmett O'Connell (pg 8)
9. Book Sale Report – Irene Osborn
10. Art Show and Sale Report – Irene Osborn
11. New and Old Business Discussion - Mary Belz
12. Outreach Report - Mary Applen
13. Membership Report – Gayle Newsom
14. Adjourn 1:00 p.m.

NOTES:

September 21, 2010 Board Meeting at the Olympia Library, noon to 1 p.m.

## July Minutes

Taken July 20, 2010 by Elaine Nelson, Secretary

**Present:** Elaine Nelson, Mary Belz, Emmett O'Connell, Lila Sjodin, Irene Osborn, Ross Lasater, Gayle Newsom, Jean Finely (emeritus), Beth Dubey, Patti Paul, Cheryl Heywood, Mary Applen

**Guests:** Intern Greg Hodges, Carleigh Hill, Lindy Stebbins, Melissa Thetford (Community Youth Services)

Called to order 12:04

**Election of Carleigh Hill** to the FOL Board. Nominated, seconded, approved.

**Minutes of the June 2010 Meeting** – Elaine Nelson: moved to accept, seconded, approved.

**Treasurer's Report** - Beth Dubey: Discussion of secure storage of Friends items. Beth and Patti will work on some suggestions and talk to Cheryl after her vacation.

**Library Manager's Report** – Cheryl Heywood:

- Reviewed some of the highlights of her report. Additional request: \$150 for program to cosponsor bike advocacy program with Bike Tech. "Off the Chainring Tour" August 13.
- Potluck block party POCUL (Post Office, Credit Union, Library) Triangle on August 8. Friends will donate six books, Irene will work with volunteer.
- Plants update: found someone affiliated with Capital Florist, looking at starting after Labor Day, \$15/hour, 1-2 hours/week.
- Request to mention October ArtsCrush installation at our September Annual meeting
- The TRL Foundation is inviting all Friends groups to participate in scrabble-thon, sell notecards & memberships, \$25 entry fee per person to play, \$15 goes to local friends group. Saturday October 9. Will need help to run it that day. Sign-up will be through the foundation. "National Friends Month" County play-off on October 23 and district championship.
- The community visioning group on the Westside has asking their board members, including Cheryl, to raise money to purchase the land, need minimum of \$50K to move forward. She suggested \$500. Discussion, decided to donate \$1000.
- Moved to approve \$2250 as in discussion, seconded, approved.

Additional budget discussion:

- Irene would like to get another bookshelf, now have huge backlog of stuff! Will make recommendation next month.
- Jean requested approximately \$450 to buy 5 copies of each of the PageTurners group book selections for 2010-2011. After the discussion group the books are donated to the library. Moved, seconded, approved.

**Sales Committee Report & Annual Meeting Report** – Kay Tortorice: not present, see report in board packet.

**Volunteers Report** – Lila Sjodin: talked to Jennifer Elden, will back her up on getting volunteers for the next book sale, provide training. Wants to train others to assist as well.

**Communications Report** – Emmett O'Connell: final newsletter was sent to the printer. Next one should be in people's hands before the membership meeting.

**Book Sale Report** – Irene Osborn: in-library sales are flying off the shelves, getting good book donations. Cheryl & Irene will discuss timing of 2011 sales after Cheryl's vacation.

**Art Show and Sale Report** – Irene Osborn: getting good submissions.

**Outreach Report** - Mary Appen: Mary B gave report about recruiting in the newsletter to find people to help, bringing and taking back books. Discussion. Carleigh will bring poster design to next meeting.

**Membership Report** – Gayle Newsom: Gayle will be taking on calling new members. Mailing list has 419 people, of those 137 are expired, 282 current. Jean would be willing to make renewal reminder calls shortly prior to the book sales. Elaine will work with Beth & Gayle on finalizing the online membership process. Discussion of setting goals for new memberships in 2011.

**New and Old Business Discussion** - Mary Belz

- Backup for Beth: needs both succession planning and someone to serve as vacation backup. Will talk to Ross.
- Committee reports: form link has been added to website. Discussion of committee structures & membership.
- October: display on the "pillar" (currently job-hunting resources) about the Friends. Start thinking about what should be on it. Will discuss at next meeting, need to finalize in September.

**Executive director search** (Emmett O'Connell): the trustees have decided to extend the term of the current interim director by two years and reorganize management structure. There will be a new leadership development program, to encourage crossover between service center and branches and develop candidate(s) from inside the system.

Adjourned 1:09 pm.

Library Manager's Report  
Friends' Meeting  
Olympia Timberland Library

August 17, 2010

**Service Story:**

Mary Rulewicz's program introduction on Thursday, August 5, included recognition of both the District and Olympia Friends of the Library for the wonderful programs that we have been able to share with the public this summer. While Charles the Noise Guy entertained more than 160 patrons, I talked to one of the dads who regularly attends our programs. He asked me for the Friends of the Library membership application. After the program, he told Beth, "Not only were your summer reading programs great this year but you got a donor out of it, too! I should have done this a long time ago."

-Carrie

**Olympia Timberland Library News:**

- I. This month's adult book display theme is "Zines."

**Other News:**

From MYNorthwest.com:

Updated Aug 5, 2010 - 3:44 pm

**Got a smartphone and a question? Ask a librarian**

By ALEX SILVERMAN

KIRO Radio

Don't have the patience to do your own research?

Now, if you have a smartphone, a real live Washington librarian can do it for you.

"It allows any Washington state resident to chat with a librarian 24 hours a day, 7 days a week," said Ahniwa Ferrari, the Washington State Library's online resources consultant.

The [Ask-WA](#) service has been online since 2005, but now it's an app, available for iPhone and Android.

So why ask a librarian if you can just Google it? "Sometimes the question is a good question for Google," Ferrari said, "but sometimes you want to find more credible resources. There's a lot of highly specific information that libraries purchase at a fairly high rate and make available to the public."

Washingtonians can also tap into employment resources through the app, Ferrari said, noting that brick-and-mortar library use has increased since the start of the recession.

According to Ferrari, Washington is the first state in the nation to introduce an app for an online reference service.

**Financial Requests:**

- I. **Scrumptious Senior Sensations for One or Two** – (Part of a Senior Program Series this Fall in collaboration with Senior Services for South Sound)

It is possible to experience the Joy of Cooking rather than the Job of Cooking. Get ready to add life and flavor into your daily eating while minding your health as well. Learn how to make choices with ease that enhance your well being and take home several meal ideas. Mary Ellen Psaltis, Certified Nutrition & Wellness Consultant, pens the popular Chef's Kitchen for *The Olympian*. She speaks about making healthy life choices and living well every day. Mary Ellen loves cats, chocolate and preparing dinner in less than 30 minutes. This program would be sponsored by Senior Services for South Sound (\$150 for Mary) and the Friends of the Olympia Library (\$150).

\$150

**TOTAL = \$150**

Thanks for your consideration.

Respectfully submitted,  
Cheryl Heywood

**PROJECTED EXPENSES FOR GENERAL MEETING SEPT. 23, 2010**

Badges, 4" Oriental Trading Co.	\$22.00 incl. shipping
Biodegradable 7 oz cups	\$22.00 incl. shipping
"        6" plates	\$22.00 incl. shipping
"        forks	\$24.00 incl. shipping
Full sheet cake, Wagner's Bakery	\$90.00
Cake	\$70.00
Laser Logo	\$15.00
Delivery	\$5.00
Water Service, Mountain Mist	\$55.00
Incl. 4 ea 5 gallon bottles & dispenser	
room temp & cold spigots, delivery, sanitizing charge	
Tax (estimate)	\$20.00
Total	\$255.00

Does not cover napkins, tablecloth-anyone have a tablecloth we can borrow?

**RETIREEES**

We need to decide who to honor. Suggestions are Winnie (I believe someone has mentioned this to her son.) Other suggestions are to honor all retirees or those who retired this year. We also need to decide how to honor them-plaque, card, certificate, etc. and how much we would want to budget for it.

## An Evening in the Library

The bylaws of the Friends of the Library call for a general membership meeting to be held in May of each year. At that time officers and directors are elected and installed. Previous meetings have been small gatherings consisting primarily of board members. This year the board decided to hold a larger meeting, called An Evening in the Library, as an appreciation of all of the Friends of the Olympia Library. For this year only, The May meeting was postponed until September 23 at 7:30 pm in the Olympia Library.

The purposes of the meeting are to honor the friends; introduce board members; recognize retirees; detail how funding is raised and spent and to say thank you for supporting the library through the Friends of the Library. There will be entertainment and refreshments. The speaker for the evening is J. David Markham, an internationally acclaimed expert on Napoleon Bonaparte. Markham has written several books about Napoleon, has a Napoleon pod cast, appears regularly on the History Channel and is President of the International Napoleonic Society. A resident of Olympia and an avid library user, he came to the attention of the librarians when he noticed that a student in line just ahead of him to check out books from the Olympia library had, on the top of his stack of books, *Napoleon for Dummies*, a book written by Markham. After introducing himself to the student, he invited the young man, who was doing research on Napoleon, to contact him. This kind of unexpected meeting between author and researcher is a rare event. We are looking forward to hear him talk about Napoleon and about the process of writing a book for the "Dummies" series. He will have his books available for purchase and signing. It promises to be an entertaining evening.

We are also hoping to have local artist Margo Westfall install her sculpture, *Dear Olympia: Love Letter from the City Project*, in the library as a kick off for *2010 Arts Crush*, a month long festival that connects artists and audiences in the Puget Sound region. As an interactive work of art using community input, people will be encouraged to put their love letters or poems, or stories or art into the sculpture. At the end of *Arts Crush* the sculpture will be opened and the community contributions will be displayed.

We expect to have a full house for this event so mark your calendars. Even better, bring a friend who is not a member so that more Olympians can see how the Friends of the Library support the library.

## **Communications Committee Report**

Emmett O'Connell

### **What the board needs to know:**

We recently set up the email list to our membership. We sent an introduction email and in the future we will use this to let people know about upcoming events, such as books sales the the membership meeting.

We are going to start researching the possibility of podcasting library events, especially ones we help sponsor. It will likely increase interest in the library and the Friends if these events were made more available.

### **The committee needs help with:**

We need to work out how the online membership tool works with the existing interior membership procedures. Elaine will coordinate with others in this regard. (I have worked out the process with Beth & Gayle as of August 11. – Elaine)

# BALANCE SHEET 04-09 - As of 8/10/2010:8

(Includes unrealized gains)

As of 8/10/2010

8/10/2010

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Account	3/31/2010 Balance	4/30/2010 Balance	5/31/2010 Balance	6/30/2010 Balance	7/31/2010 Balance	8/10/2010 Balance
<b>ASSETS</b>						
<b>Cash and Bank Accounts</b>						
CD #3	15,247.67	15,247.67	15,247.67	15,303.81	15,303.81	15,303.81
OFS Checking	7,614.94	7,826.62	5,974.19	8,150.24	5,880.04	5,823.61
<b>TOTAL Cash and Bank Accounts</b>	<b>22,862.61</b>	<b>23,074.29</b>	<b>21,221.86</b>	<b>23,454.05</b>	<b>21,183.85</b>	<b>21,127.42</b>
<b>TOTAL ASSETS</b>	<b>22,862.61</b>	<b>23,074.29</b>	<b>21,221.86</b>	<b>23,454.05</b>	<b>21,183.85</b>	<b>21,127.42</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>22,862.61</b>	<b>23,074.29</b>	<b>21,221.86</b>	<b>23,454.05</b>	<b>21,183.85</b>	<b>21,127.42</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>22,862.61</b>	<b>23,074.29</b>	<b>21,221.86</b>	<b>23,454.05</b>	<b>21,183.85</b>	<b>21,127.42</b>

## REGISTER REPORT 04-09:5

7/14/2010 through 8/10/2010

8/10/2010

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Date	Num	Description	Memo	Tag	Amount
<b>Untagged Transactions</b>					<b>0.00</b>
7/26/2010	1367	VOID			0.00
7/27/2010	1369	VOID			0.00
<b>Admin</b>					<b>-10.00</b>
7/14/2010	1361	State Of Washington	Charity Reg Renewal	Admin	-10.00
<b>Adult</b>					<b>-550.00</b>
7/22/2010	1365	CastIron Carousel		Adult	-400.00
7/27/2010	1370	Jon Hanna		Adult	-150.00
<b>Art Fair</b>					<b>100.00</b>
7/26/2010	DEP	...Deposit	Cortes-Monroy	Art Fair	50.00
8/10/2010	DEP	...Deposit	Pollman	Art Fair	50.00
<b>Community</b>					<b>-1,000.00</b>
7/27/2010	1368	Community Vision Gr...		Community	-1,000.00
<b>Donations</b>					<b>50.00</b>
7/28/2010	DEP	...Deposit	Mary Campbell	Donations	50.00
<b>Equipment</b>					<b>-154.19</b>
7/31/2010	EFT	Brodart	Lectern	Equipment	-154.19
<b>Interest</b>					<b>1.84</b>
7/30/2010		Interest Earned		Interest	1.84
<b>Membership</b>					<b>275.00</b>
7/15/2010	DEP	Deposit		Membership	150.00
7/26/2010	DEP	...Deposit		Membership	50.00
7/28/2010	DEP	...Deposit		Membership	25.00
8/10/2010	DEP	...Deposit		Membership	50.00
<b>Misc</b>					<b>12.00</b>
8/10/2010	DEP	...Deposit	Cartridge World	Misc	12.00
<b>P&amp;P</b>					<b>-32.37</b>
7/16/2010	1362	Beth L Dubey	Mail tax returns	P&P	-7.37
7/31/2010	EFT	Postmaster	PostDueAcct#95111-000	P&P	-25.00
<b>Rent</b>					<b>-272.00</b>
7/25/2010	EFT	Quality Self Storage	Aug	Rent	-272.00
<b>Shelves</b>					<b>328.00</b>
7/16/2010	DEP	Deposit		Shelves	165.00
7/23/2010	DEP	Deposit		Shelves	163.00
<b>Staff</b>					<b>-132.22</b>
7/20/2010	EFT	S Safeway	Page/Aide meetings	Staff	-23.49
7/20/2010	EFT	Storman's Inc.	Circ meetings	Staff	-54.60
7/20/2010	1364	Cheryl Heywood	Cake-Jason&Kristi	Staff	-54.13
<b>Youth</b>					<b>-341.50</b>
7/16/2010	1363	Beth Caldwell	Reading Explorers	Youth	-28.58
7/26/2010	1366	Carrie Dye	Volunteer Party	Youth	-125.00
7/29/2010	EFT	Fireside Bookstore	Percy Jackson Party	Youth	-19.49
8/2/2010	1371	Carrie Dye	Volunteer Party	Youth	-58.97
8/9/2010	1372	Carrie Dye	Volunteer Party	Youth	-17.45
8/9/2010	1373	Kelsey Smith	24 Hour Zine	Youth	-92.01
<b>OVERALL TOTAL</b>					<b>-1,725.44</b>