

**October 19, 2010  
BOARD MEETING AGENDA**

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

1. **Call to Order**
2. **Minutes of the August 2010 Meeting – Elaine Nelson (p 2-3)**
3. **Treasurer’s Report - Beth Dubey (end of packet)**
4. **Library Manager’s Report - Cheryl Heywood (p 4-6)**
  - **FOL sign in the Library and Bulletin Board**
5. **New and Old Business Discussion - Mary Belz (p 7)**
6. **Sales Committee Report – (p 10)**
7. **Volunteers Report – Lila Sjodin**
8. **Communications Report – Emmett O’Connell (p 10-11)**
  - **FOL Bulletin Board – Carleigh Hill and Monica Jonen**
  - **Publicity – Monica Jonen and Carleigh Hill**
9. **Book Sale Report – Irene Osborn (p 11)**
10. **Art Show and Sale Report – Irene Osborn (p 11)**
11. **Homebound Readers Report - Mary Applen (p 11-12)**
12. **Membership Report – Gayle Newsom**
13. **Inventory Report – Patti Paul**
14. **Adjourn**

**1:00 p.m.**

**NOTES:**

**November 16, 2010 Board Meeting at the Olympia Library, noon to 1 p.m.**

## September 2010 Board Minutes

DRAFT

Called to order 12:00 noon, September 21 2010. Minutes taken by Elaine Nelson, Secretary. Mary Belz presiding.

**Present:** Elaine Nelson, Patti Paul, Beth Dubey, Kay Tortorice, Georgia Munger (emeritus), Gayle Newsom, Carleigh Hill, Mary Applen, Emmett O'Connell, Mary Belz, Irene Osborn, Gene Little, Ross Lasater

**Guests:** Patti Enslow, Eileen Amandala volunteers for Outreach, Linda Young, Monica Jonen, other unidentified guest, Peg Engwall [note, I will be looking for the sheet of paper that has actual guest names on it.]

Refreshments were provided by Jean Finely in thanks for Pageturners donation.

**Introductions.** Kay Tortorice will be leaving Olympia; we thanked her for her work.

**Minutes:** reviewed, moved to approve, second, approved.

**Treasurer's Report** reviewed. Noted that artists' deposits are not included in spendable money.

**Library Manager Report** reviewed: financial request of \$1008.86. Cheryl Heywood added a new request: Timberland Reads Together kickoff Monday October 4; we've previously provided water & cookies, approximately \$200-300, and she would like for us to do so again. Discussion of request for FlipCam and recording library events. Moved request for \$1308.86, amended to \$1400. Seconded, approved.

**Other Reports:** Kay reported for Sales Committee and Annual Meeting Committee, requested assistance for events. Emmett O'Connell and Carleigh Hill reported for the Communications Committee. Irene Osborne reported for the Book Sale Committee and Art Show Committee: scanners will not be permitted, beginning at the next Book Sale. Mary

Applen reported for the Homebound Readers Committee. Gayle Newsom reported for the Membership Committee. Beth Dubey reported for the Bylaws Updating Committee; the proposed new bylaws will be brought to the Annual Meeting and require 2/3 approval by all Friends members attending.

### **New Business**

- Motion: "That Carleigh spend up to \$50 on materials for the bulletin board." Moved, seconded, approved.
- Motion: "That Ross spend up to \$400 for a new cart for sorting." Moved, seconded, approved.
- Mary Belz presented about a possible collaboration between the Friends groups in the Timberland Regional Library system for creating informational brochures. There will be a meeting on October 5, 9am in Cheryl's office.

Adjourned 1:02pm

## **Annual Meeting 2010 Minutes [draft]**

Minutes of the Annual Meeting of the Friends of the Olympia Library  
Thursday, September 23, 2010

Taken by Elaine Nelson, Secretary Meeting called to order at 7:45pm, Beth Dubey, Treasurer, presiding in place of Mary Belz. Beth Dubey presented the proposed amended bylaws. Amendments approved as proposed.

Cheryl Heywood, Library Director, spoke about the top 10 things the Friends of the Library has done.

Cheryl introduced sculptor Margo Westfall, who spoke about her artwork *Dear Olympia*.

Kay Tortorice introduced J. David Markham to speak on Napoleon as a scholar and about the process of writing *Napoleon for Dummies*. He donated a copy of one of his books to the library.

Adjourned approximately 9:00pm.

Library Manager's Report  
Friends' Meeting  
Olympia Timberland Library

October 19, 2010

**Service Story:**

The **PAWS to READ** program at the Olympia Timberland Library was well-attended and enjoyed by many young readers and their parents. One mom came to the desk afterward to tell me that after they had first attended the program a few years ago, it changed her daughter's life. She began reading to one of their dogs at home, and has continued to do so on a regular basis. In school she went from earning C's to now earning A's.

Mom credits and appreciates this program for having helped improve her daughter's academic success and love of reading.

*Linda C., Substitute Associate*

**Olympia Timberland Library News:**

1. This month's adult book display theme is "Banned Books."
2. The Timberland Reads Together, "Edgar Allan Poe," Kickoff Event at the Washington Center for the Performing Arts was very well received with close to 300 people attending. As part of the introduction, Tim Mallory, Adult Services Coordinator, thanked the Olympia Friends for providing refreshments.

The event was taped by TCTV, and if you are interested in viewing it, it is scheduled for: \_\_\_\_\_

—  
Tuesday 10/12/2010, 7:00 PM, Channel 3  
Wednesday 10/13/2010, 5:30 PM, Channel 3  
Friday 10/15/2010, 12:00 PM, Channel 3  
Saturday 10/16/2010, 7:00 PM, Channel 3  
Monday 10/18/2010, 8:00 PM, Channel 3  
Wednesday 10/20/2010, 12:00 PM, Channel 3  
Sunday 10/24/2010, 9:00 PM, Channel 3  
Saturday 10/30/2010, 7:00 PM, Channel 3  
Sunday 10/31/2010, 9:00 PM, Channel 3  
Tuesday 11/2/2010, 7:00 PM, Channel 3  
Saturday 11/6/2010, 9:00 AM, Channel 3

Also, there is a link to the YouTube page: <http://www.youtube.com/watch?v=ML2wwwXc3iU>

3. Beth attended the SOGO (Student Orchestra of Greater Olympia) event on October 2, at the Washington Center for the Performing Arts. Here's her write-up:

The SOGO event on Saturday, October 2, 2010 was a great outreach opportunity for us & gave us an chance to promote library events. I brought two of our experienced teen volunteers, to help with the children's craft. In the hour prior to the concert, they helped 77 children assemble music themed crowns. Their help made it possible for me to talk to many attendees about Timberland Reads Together events, and upcoming Olympia library events. We also provided bookmarks which we created about music resources available for all ages at the library.

4. Margo Westfall, Don Lovett and I were interviewed by Mixx96 FM on October 1 to promote the program, "Love Letters from the City." The three of us also talked about the program at City Council during public comment.
5. Cheryl talked to Capital High School students about careers in libraries, interviewing and resume writing skills, and library databases.

**6. Did you know...?**

Americans turn to libraries when searching for new jobs. Both public libraries and One-stop Career Centers provide career counseling resources, resume assistance and help in filling out online applications.

U.S. public libraries offering career assistance 13,000

U.S. Departments of Labor One-stop Career Centers 3,000

...ALA 2010; U.S. Department of Labor

**Financial Requests:**

**1. PRIZES FOR THE ADULT WINTER READING CLUB - 2011**

WEEK	PRIZE	PRICE PER ITEM	# OF ITEMS	TOTAL
------	-------	----------------	------------	-------

1	Gift Certificate from Browsers	\$25.00	1	\$25.00
2	Gift Certificate from Fireside	\$25.00	1	\$25.00
3	Gift Certificate from Orca	\$25.00	1	\$25.00
4	Reading is Sexy Tote	\$12.00	3	\$36.00
5				
6				
7	Reading is Sexy Mug	\$12.00	3	\$36.00
8				
9				
10	Nikki McClure Evolve Eco-Journal	\$10.95	3	\$32.85
11				
12				
13	Nikki McClure Learn Poster Print	\$9.00	1	\$9.00
			<b>TOTAL</b>	<b>\$188.85</b>



- 2. Logitech Cordless Clicker for use with a laptop/projector for programs  
\$100
- 3. Laminator \$350
- 4. Youth Services programs and decorations (crow/color dots decorations and Halloween book)  
\$21.39
- 5. New Youth Services Librarian to be determined - gift \$40
- 6. Microwave \$139
- 7. Faucet mounted filter and replacement cartridges (for staffroom sink)  
\$40

**TOTAL: \$879.24**

Thanks for your consideration.

Respectfully submitted,

Cheryl Heywood\_

**NEW and OLD BUSINESS for DISCUSSION**

October 19, 2010

- Vote to make retired Board Members “Members for Life” of the Friends
- Scrabble-thon Event
- Library Tote Bags
- Who is on what Committee and new chair for Sales
- FOL Generic Brochure suggestions – What should be included in a new one?

## Committee Reports

### *Annual Meeting*

Kay Tortorice

THE FRIENDS OF THE OLYMPIA LIBRARY ANNUAL MEETING SEPT 23, 2010

#### PURPOSE

The revised by laws of the Friends of the Olympia Library needed to be approved by a vote of the general membership. We decided that we also wanted to thank the 300 plus members for their support and to make them a little more aware of what the Board does with the membership dues and sales,.

#### PROGRAM

That concept morphed into several differing ideas for a program

introduction of board members

a community forum

- a membership drive,
- recognition of retirees
- an introduction to a sculpture
- a major speaker
- a music performance
- refreshments

Since we had only one and one half hours, it was apparent that we had too many things to include in one meeting. We eliminated introducing Board members, honoring retirees, membership drive, and a musical program.

There was concern that in a community input activity the public might not distinguish between FOL activities and library activities. Because the public does not establish library policy, it was necessary to make a clear distinction between the library and the Friends of the Library. After much discussion, community input changed from a focus group type of activity to a short questionnaire to be filled out at the end of the program. For any future meeting, it is very important to ask the librarian to monitor and approve any kind of community input.

As guests entered, each was given a program and directed to the refreshments.

Cheryl Haywood, Librarian, delivered a moving tribute to the FOL highlighting 10 things the FOL has done for the library. Her words made us all proud of being helpful to the library program.

We felt it appropriate that the meeting have some entertainment to attract attendance. We were able to secure J. David Markham, a Napoleonic expert and author of Napoleon For Dummies. He agreed to forego his usual \$1,000 fee to speak for free. We met with him twice to establish his agenda and to

examine the physical set up. He brought with him several Napoleonic artifacts and portraits. A FOL member sat at the table at all times to be sure none of the objects he brought were touched. He brought his own books to sell and his wife handled sales. In return for speaking, we made him a life member of the Friends of the Olympia Library.

Sculptor Margo Westfall introduced her new sculpture, Love Letters to Olympia. It was the kick off to Arts Crush, a mid state art festival.

#### REFRESHMENTS

We planned on a maximum of 100 attendees. Approximately 40 people attended. We served cake and water. Because the Friends did not want to use plastic bottles for water, we contracted with Mountain Mist for a one time only service. They delivered a room temperature and chilled water dispenser. They suggested using 4 bottles of water. Three bottles would have been adequate. for 100 people. Their delivery window was four hours.

It was suggested that if we use a water dispenser again, that we investigate the possibility of using the library dispenser and water.

We contracted with Wagner Bakery for a full sheet cake. Their delivery window was also four hours. We pre cut the cake and served all of the refreshments using biodegradable forks, plates, napkins, and cups. If cake is served again, it can have the FOL logo or other photo lasered onto the frosting. Because we were serving refreshments already cut, we decided not to use a laser image which would have been an extra \$20. The full sheet cake would have served about 100 people. The leftover cake was given to the library staff.

If we were to serve refreshments again, I would recommend cookies because they are easier to serve.

#### PUBLICITY

Timberland Regional Library designed and printed flyers and invitations at no charge. They needed 7-10 weeks notice before the pieces were to be mailed. We missed that deadline so a mailing of postcard size invitations went out just one and one half weeks before the event. Flyers were distributed throughout Olympia businesses. Three days before the event, an internet announcement went out to all members. We tried to get an article or notice in the Olympian but the paper chose not to mention the event. The event and speaker were extensively covered in the FOL newsletter. The event was published in the library schedule of events.

Librarian Sara Pete was incredibly helpful with publicity, arrangements, suggestions and resources.

TRL did a wonderful job of producing professional very high quality invitations and flyers. They do their own design work. We requested that all materials be printed on glossy paper for flyers and glossy card stock for the invitations.

A more effective way to do publicity would be

- Submit printing and design requests to TRL three months before the event

- E mail a save the date announcement two to three months before the event
- Mail a postcard size invitation one month before the event
- Send an e mail reminder to all members two weeks before the event.
- Send information about the event to the Olympian via TRL public relations.
- Include the event in the newsletter and the library event flyer.
- Post as many flyers as possible in Olympia and surrounding areas.

## MISC

There was concern that in a community input activity the public might not distinguish between FOL activities and library activities.

We purchased lanyard style badge holders and Sara Pete designed a badge using the FOL logo. These badges can be used for other events or for FOL members as they work in the library.

Garrett helped a great deal with set up and moving tables and taking down tables and chairs. Because there are large numbers of the public at these events, it is really necessary for him to work the event for security purposes.

At the FOL monthly meeting two days before the event, I circulated a list of jobs for the evening and asked everyone to sign up for a job.

Because there were so many ideas about which retirees or others to honor if we organize another annual meeting, it would be wise to make that the first order of business when planning an annual meeting

If a speaker or presenter is video or audio recorded it is legally necessary to get permission ahead of time. TRL or the local library probably already has a form to do that.

Because of time constrictions we held this annual meeting in Sept. rather than May as stipulated in the by laws. The next annual meeting will be in May 2011. That means if the FOL wants to do another large meeting, the Board will need to start planning for it at the June 2010 board meeting.

## **Sales**

Kay Tortorice

Friends of Library is sponsoring the NW Asian Experience on Nov. 3. at the library.

We'll need two people to sign up to introduce the Friends of the Library and manage membership sales. It is Wed. Nov. 3 at 7:30. You will need to plan on getting there at 7:00 to set up.

## **Communications**

Emmett O'Connell

\* We have draft promotional materials for the Art Sale for your review. One piece, the press release,

has already been reviewed and has been posted on our website and will be distributed to the media.

\* We're also developing a new way to track our projects online between committee members. There was some confusion during the Art Sale work and we hope this will smooth things out.

\* We plan on having a newsletter out before Christmas. Our editorial budget is complete.

\* A new feature on the website is podcasts. There are three items from the annual meeting, we hope with help from library staff to post more episodes soon.

## ***Book Sale***

Irene Osborn

The book sale went smoothly thanks to the many volunteers that just know what to do. It certainly is a group effort. We had many customers thank us for banning the use of scanners. Our total income was down. Ross found out later that both Tumwater and Lacey were having book sales on the same Saturday. I also wonder if we have lower income from our big sales because we do sell a lot of books on the daily shelves.

Book donations seem to be steady.

The new carts are a big help.

## ***Art Show and Sale***

Irene Osborn

Art sale:

Thanks to Carleigh and Ross the flyer and Poster are ready to be printed. Thanks goes to Patti Paul for taking them to the printer and mailing them. All participating artists received instructions about the setup of the sale and bookmarks for distribution. They now will receive copies of the poster via email, to pass them on to their customers and friends.

I hope every board member gets busy with their email to alert friends and acquaintances to the art sale and show on November 20, 2010.

## ***Homebound Books***

Mary Applen

We now have a volunteer, with excellent references, who wants to deliver books, tapes, etc to people who are homebound. At this writing there are no requests for this service. We will continue to identify readers who are homebound by distribution of posters and flyers.

It should be noted, that by publicizing the Homebound Program, the Olympia Library can be seen as

sensitive to the needs of homebound readers, and even more involved in the community.

No decisions to be made.

Any feedback would be helpful. What about a protocol for the first visit? Legal ramifications of a home visit. Mileage? If you have any questions, advice please call me at 705-3333 Even discouraging words can be helpful sometimes.