

Friends of Baker County Library MINUTES

March 20 2013- 3:30-5:00 pm,
Archive Meeting Room

Present: Perry Stokes (presiding), Candy Arledge (Volunteer Coordinator), Carmen Wickam (from 4:00 due to Desk Duty), Nancy Johnson, Kata Bulinski.

The meeting was **called to order at 3:35 PM.**

Minutes: Minutes of the February 27 meeting were amended to include 5 copies of the Sumpter Valley Railroad Logging books and approved.

TREASURER'S REPORT-

Balance in bank account was \$11,118.91 on February 28, 2013. Treasurer Johnson provided bank statement plus a transactions record going back to 2005 for us to review for developing our 2013-4 budget--more on that later.

OLD BUSINESS

Wallspace art-

Stokes reported that the cost has increased on digital photo frames at Walmart (similar to the one at the Main Library, above the fireplace). Price was \$99, now is \$117 each.

Bulinski read E. Dielman note supporting getting another one for branch libraries. Discussion--general consensus was to get 2 more--but for which branches? Sumpter already has digital photo frame (bought by Sumpter Historical Museum); Halfway Library has an active Friends group and book sale--perhaps they will buy their own. Richland has the most active book check-out rate. Motion by Johnson, seconded by Arledge, to provide one digital photo frame to Haines and one to Richland branch, and to provide two more next fiscal year. Motion carried.

Historical photos for Haines library branch- Bulinski moved, Arledge seconded, that Friends provide \$150, "approximately," for Haines library to purchase/frame historic photographs. Motion carried.

Volunteer Appreciation-

Report by Candy Arledge re: benefit of volunteer hours to the Library. Current Oregon State minimum wage is \$8.95 per hour. Using this as a gauge, a volunteer working 20 hours contributes \$179; 30 hours, \$268.50; 40 hours, \$358. Arledge reported that most volunteers put in at least 20 hours per year. Due to volunteer sign-up sheets, records are easy to access.

Arledge moved, Kata seconded, that volunteers working 10 hours or more each fiscal year (July 1 through June 30) will receive honorary membership in Friends of Baker County Library--Arledge will track, present a thank-you card, gift certificate, bookmark, and add volunteer to membership roster. Motion carried.

Discussion re: Volunteer Appreciation brunch--held last year Feb. 14, 2012. Working volunteers, Friends of Library board, Library board were all treated to delicious food prepared by library staff, nice presentations by staff providing information on impressive numbers of volunteer hours contributed, thanking those

Friends of Baker County Library MINUTES

March 20 2013- 3:30-5:00 pm,
Archive Meeting Room

present and acknowledging those who could not attend. Arledge suggested holding this event every other year on Valentine's Day, and piggybacking with a "Baby Shower" event held by Melissa Shafer (Children's Librarian) to provide efficiencies in providing food, decoration, setup of meeting room, etc. This was agreed to by consensus; Arledge reserved the meeting room accordingly, and will coordinate schedule with Shafer.

Gift certificates for volunteer work and book sale workers: Arledge suggested that Gift Certificates (\$20, good for one year), FOBCL special bookmark and note of appreciation/membership in FOBCL be prepared and presented to volunteers at Thanksgiving each year to all current volunteers who have worked at least 10 hours. Johnson pointed out later that a second similar presentation in June each year would afford volunteers a timely thank you gift that they could spend a few weeks later at our annual July book sale. It was later decided by consensus that this second volunteer work recognition (including Gift Certificate) would be done as a part of the FOBCL July book sale preview and gathering event. Stokes pointed out that these measures would help boost book sales activity. A question was raised concerning book sale volunteers: should we continue to provide Gift Certificates as a thank-you for the 2- or more hour shifts worked by these volunteers? Bulinski pointed out that, although the time worked by book sale volunteers might be shorter, their reliability to show up and work when needed with little direction provided high value to the sale, and afforded staff some relief. Consensus seemed to be that book sale volunteers also should still receive Gift Certificates, perhaps for a lesser amount (\$10?). As Pearson and Stokes are the book sale principals, this action will be planned and carried out by them.

NEW BUSINESS

2013-2014 Budget-

Johnson presented financial records for FOBCL dating from calendar year 2005.

Board members and interested FOBCL members are asked to review these before our April meeting, and consider what "categories" and amounts might work for developing our FY budget.

Stokes suggested that email "notes to all" could be used for this dialog.

Johnson also pointed out that the pop machine income, about \$100 per month, as much as \$1500 a year or more, would no longer be a part of our incoming funds, since we have decided not to provide pop machine service for the library. (The Library may get a new machine under contract with a vending machine company; funds derived from that would be Library and NOT FOBCL funds.)

Johnson also said that we need to remember to provide adequate monies in our bank account balance to cover the cost of support for the Local Option Levy for Library, which recurs every 5 years.

Carmen's Nifty System for tracking Book Store Sales-

Wickam has upgraded the tracking of income from the FOBCL book store, using a monthly envelope-with-ledger at the front circulation desk, and a similar ledger on a clipboard, kept in a drawer at the mailing desk, for amounts deposited in the safe. What will be passed on to Treasurer Johnson is money from the safe.

Friends of Baker County Library MINUTES

March 20 2013- 3:30-5:00 pm,
Archive Meeting Room

Johnson has a mailbox for FOBCL receipts et al, in the mailbox wall in the staff office area.

Wickam also mentioned that there is a lot of pop left over--purchased by staff to service FOBCL pop machine just before the machine broke, with exploding frozen pop, etc. :(No decision made about what to do with this, and staff are not big pop-consumers.

FOBCL Annual Meeting/Book Sale Preview Event-

Bulinski reported that we had decided to have a gathering of FOBCL members on July 18th, Thursday evening, just prior to/or merged with Members' Only Book sale Preview. Approximately 6-8 pm. FOBCL memberships will be for sale at the door. Discussion points included: DON'T call it a Meeting ("kiss of death" was mentioned), DO solicit membership--maybe print FOBCL membership form in newspaper publicity?; DO have food (wine & cheese, if library were closed early); DO include celebrating volunteers' contributions in the event (& present gift certificates); DO get excellent publicity out; DO celebrate FOBCL successes with photos illustrating our accomplishments from past year (Hobbit Festival, baby-changing tables, etc.); DO have ballots for new FOBCL board ...LOTS of excellent ideas! We need to continue to plan.

"Books Everyone Should Read" art print-

Stokes presented an example of the framed art print he would like every branch library to have. An illustration of the print (\$82 plus shipping) was shown. Stokes withdrew his request for FOBCL funding for this year; he will buy one for the Baker Library using memorial funds.

OTHER

Wickam presented a printout of Friends of the Library Expenses, with several items shown as outstanding. Johnson, Wickam, and Stokes compared notes, and resolved the matter. All items have been paid.

Next meeting will be April 17 2013 at 3:30 PM at the Library.

Meeting adjourned at 5:10.