

Meeting Minutes, Friends of the Durham Library Board
10 February 2011, 7:30 p.m.
Meeting Room, East Regional Library

Attending Board Members: Ann Wilder, presiding; Betty Danielson; Roz Grace; Vicki Hertz, Gerry Larson; Jeff Laufenberg; Rob Rabb; Aviva Starr; Andre Vann;
Also attending: Tammy Baggett, Library Director; Anastasia Bush, Library Development.

Call to Order

Ann Wilder called the board meeting to order at 7:30 p.m.

Approval of Minutes

The board approved the minutes of the December 2010 meeting.

Treasurer's Report (Jeff)

Jeff submitted the following for 2010-2011 year-to-date:

Year-to-date income:	\$75,096.22
Year-to-date expenses:	\$77,156.13

Jeff submitted the following for December 2010:

Monthly income:	\$4,048.74
Monthly expenses:	\$6,839.19
Checking account balance:	\$14,154.51
Savings account balance:	\$77,906.43

Jeff also submitted the following for January 2011:

Monthly income:	\$7,175.14
Monthly expenses:	\$7,573.81
Checking account balance:	\$13,749.22
Savings account balance:	\$77,713.05

Jeff noted that \$1,000.00 in the January miscellaneous income category represents the first payment towards a refund on the coffee vending machine.

Jeff also stated that beginning in March a new income line ("Consignment Sales") will be included in the income statement. The book sorters are going to start consigning books with a high value that do not fall into the "antiquarian" category with Mini City.

The board approved the treasurer's report.

Standing Committee Reports

Book Sale (Angela) The sorters continue to get ready for the Spring sale, and there isn't a lot of empty shelf space in the garage.

The satellite sales are going well, although the sorters have had some discussions regarding the American Tobacco sale. There has been a significant stock loss from the American Tobacco site, and the sorters are discussing options including better policing of the site and simply accepting a higher level of inventory loss. Meanwhile, sales are improving at South.

There is a lower backlog of books at the branches, due to a joint effort between Friends volunteers and the library couriers.

Membership (Vicki)

Vicki reported the following membership numbers for December 31, 2010:

Adult	164
Senior	106
Life	65
Patron	13

Sustaining	38
Youth	6
Family	130
Friend Donor	6
Foundation Donor	<u>681</u>
Total	1208

Vicki also reported the following membership numbers for January 31, 2011:

Adult	172
Senior	114
Life	65
Patron	14
Sustaining	36
Youth	6
Family	127
Friend Donor	6
Foundation Donor	<u>656</u>
Total	1195

The increase in the number of Adult and Senior memberships in January is due to a letter we sent to book sale volunteers who were not members of the Friends.

Nominating (Aviva) Aviva has had two responses from an email appeal she sent asking for new board member applications. Angela and Gerry volunteered to help Aviva interview prospective board members. A request for applicants will be in the next *Best of Friends*, and also will be put on the Friends web page, on the library announcement screens, and in a flyer.

Aviva also passed around a list of current Friends members and asked the board to note any Friends who might be good candidates to be on the board.

Aviva, Jeff, Wendell, and Vicki will be leaving the board in June. According to the Friends by-laws, the board should consist of the officers, the immediate past president, and 9 to 12 members.

Publicity (Roz) The Durham Art Walk had agreed to let us have a table at the spring walk, even though we don't really meet their usual criteria for art walk participants. However, this year's Spring walk is the same weekend as the spring book sale, so we won't be able to participate. Roz is going to talk to Gina to see if materials can be developed to send to companies in the RTP asking for book donations and also providing information about our book sales.

Scholarships (Roz) No scholarship applications have been submitted. The application deadline is at the end of March.

Liaison Reports

Foundation Liaison (Roz) The Foundation is looking for younger people to join the Foundation board. Roz, Ann, and Martha are serving on a committee that will approve the naming of rooms at several libraries. Sizable donations to the Foundation qualify for naming privileges.

Board of Trustees Liaison Tammy Baggett reported that she and new board chairman Michael Schoenfeld became acquainted at the last Trustees meeting.

Old Business

Friends Webpage No progress to report.

Duke Donation Day Gerry's contacts at Duke have indicated that having donation day on April 20 would fit best into the Duke schedule. Because of the number of other Friends activities in April, the board voted to defer this activity. We hope it can be rescheduled in the autumn.

Vending Machines Joel is no longer able to keep up with servicing the vending machines at the Main library. Stasi and Ann will investigate finding a vendor who could service the machines for a percentage of the proceeds. Angela will speak to the man from TROSA who works with the sorters every Tuesday morning. He may be interested in servicing the vending machines on Tuesday afternoons.

New Business

Elavon Proposal Elavon, which is the merchant credit card vendor for Sun Trust, has given the Friends a proposal for credit card processing. Elavon has proposed a four-year seasonal contract, in which we would only be charged for transactions during the months of the Main Library book sales. Each credit card transaction would cost 15 cents plus a percentage of the transaction, which would range from about 1.49% to -3.29%, depending on the type of credit card presented. Stasi tried to estimate what our total costs might be and came up with an estimate of approximately \$655 per book sale. The estimate includes the four year contract for Virtual Merchant at \$29 per month, which would total \$1392 and is the minimum expense for launching this service. The estimated cost per book sale also includes a second laptop computer, as we would need to have two laptops in order to accommodate two checkout lines. Stasi looked at the feasibility of accepting credit cards for memberships year round on the Friends web site, but she calculated that we would need to sell 45 memberships per month at an average cost of \$40 per membership in order to break even on the \$35 monthly minimum for transaction charges. About half the Friends memberships come during the book sale period and these are included in the estimated cost per book sale. Selected cashiers will need training prior to the book sale and shifts will need to be adjusted so the people taking credit card payments work longer shifts. The board voted to enter into an agreement with Elavon for credit card processing.

Brewers for Books In conjunction with a Breweries of the Triangle program at the Southwest library on April 30, Daniel Bradford, publisher/owner of all "About Beer" magazine is sponsoring the event and has proposed running a "Reading on Tap Book Drive" at five local bars from Tuesday April 26 through Saturday April 30. The participating bars have not been announced, but each bar would accept book donations during that week. The program would also involve fund raising for the Foundation. Tammy asked the board members how they feel about having the Friends involved in a program that involves alcohol. None of the board members expressed any reservations about it.

National Library Worker's Day The board voted to provide treats for the library staff on April 12, which is National Library Worker's Day. Ann will order cupcakes, and other board members will help her distribute them.

Library News (Tammy Baggett)

About \$175,000 must be cut from the library budget, and Tammy is working to see where cuts can be made. February 23 is Legislative Day, and board members are encouraged to attend. There was a cut in state funding for libraries this year and will probably be another cut next year. Durham will host a meeting of representatives from public libraries in Wake County and the counties that border on Wake County. Tammy will be showcasing the Friends and the work that we do. The plumbing problems at South have been resolved.

The meeting was adjourned at 8:55.

The next meeting will be on March 10 at 7:30pm in the **North Regional** meeting room.

Respectfully submitted by
Vicki Hertz