

Meeting Minutes, Friends of the Durham Library Board  
5 August, 2009, 7:30 p.m.  
Conference Room, Main Library

Attending Board Members: Aviva Starr, presiding; Mary Auen; Roz Grace; Vicki Hertz; Jeff Laufenberg;  
Wendell Musser, Ann Wilder.

Also attending: Jane Goodridge, Booksale Co-Chairperson; Anastasia Bush, Library Grant Writer

### **Call to Order**

Aviva Starr called the board meeting to order at 7:30 p.m.

### **Approval of Minutes**

The board approved the minutes of the June 2009 meeting.

### **Treasurer's Report (Mary)**

Mary reported the following for FY 2008-2009:

Yearly income:	\$137,827.02
Carryover	\$29,000.00
Total Income	\$166,827.02
Yearly expenses:	\$103,782.22

Mary reported the following for FY 2009-2010 year-to-date:

Year-to-date income:	\$9,940.05
Carryover	\$24,000.00
Total Year-to-date Income	\$33,940.05
Year-to-date expenses:	\$25,669.24

Mary also reported the following for July 2009:

Monthly income:	\$9,940.05
Monthly expenses:	\$25,669.24
Checking account balance	\$9,708.13
Savings account balance	\$69,764.49

The board approved the treasurer's report.

### **Standing Committee Reports**

#### Book Sale (Jane)

##### *General*

The fall sale will be October 16-18. While selling water was a great idea for the hot weather during the June sale, the amount of effort required does not warrant selling water at the October sale.

The satellite sale at the American Tobacco Campus has gotten off to a good start. Jane replenishes the stock and empties the cash box about once a week.

The book sale committee is making good use of the computer purchased by the Friends.

##### *Publicity*

Expenditures for book sale publicity were at \$8735.51 for FY 2008-2009. This included banner ads in the *Durham News* and 30-day packages in the *Herald-Sun*. While there is no hard evidence that the expenditures increased sales, Stasi did observe that book donations increased noticeably as soon as the *Herald-Sun* ads started running a month before a sale. Because we will have 2 sales instead of 3 during this fiscal year, the board agreed to buy the same ad packages that we did for the FY 2008-2009 sales.

The survey that handed out during the June sale was primarily filled out on Friday and Sunday.

Respondents most frequently find out about our book sales from the following sources:

- Bookmarks
- Library web site
- Booksalefinder.com

- Friends or family
- *Herald-Sun*
- *Independent*

#### *Book Sale Schedule*

Because the satellite sales have proved to be tremendously successful and the weather at the June sales is always problematic (with torrential rain and/or high heat and humidity), the book sale committee has decided to move to two sales a year, approximately six months apart, in the spring and fall. Each sale will include a bag sale on Sunday in both the garage and the auditorium.

Jane suggested extending the Saturday sale to 5 pm, instead of the usual closing time of 4 pm. Extending the Sunday sale to 6 pm was considered as a possibility, but this would require paying for security, as the library closes at 6 pm on Sundays, and we would need to pay for security while the sale is being closed down.

The Friends has not paid for extra security on Friday in the past; the library has been paying for it. Now that the library has had to cut back on security and cleaning, it will no longer be possible for the library to cover this expense. We will probably need to pay for security from 2:30 until 7:30 (or whenever all the sale staff has left) at \$25/hour. We will also need to pay for cleaning services on Friday.

The board decided to extend sale hours on Saturday to 5 pm, but to leave Friday and Sunday hours as they have been. Sale hours will be: Friday, 4pm-7pm; Saturday, 10am-5pm; Sunday 2pm-5pm.

A major goal for the book sale committee will be to acquire additional shelving at the satellite sales in order to absorb extra stock that would normally be sold at the June sale.

#### *Leaf Blower*

The board approved Jane's request to spend \$60-\$70 for a leaf blower, which will be used to clear debris out of the garage.

#### *Holiday Promotion*

The results of the 2008 Wrap-a-rama do not warrant repeating the event this year. However, we should make every effort to beef up our publicity for the satellite sales during the holiday shopping season.

Suggested ways for promoting satellite sales during December included:

- Advertise on the video screens.
- Send notices to library email lists.
- Send notices to local listservs.
- Print an ad on the bottom of library check-out receipts.
- Give out "buy one, get one free" coupons at the October book sale. Each coupon would be good for one free book. Coupons will be valid from the day after Thanksgiving through Dec 24.

The book sale committee will set aside books to ensure that the quantity and quality of the books available at the satellite sales during December will encourage holiday shoppers.

#### Membership (Vicki)

Vicki reported the following membership numbers for July 31, 2009:

Adult	197
Senior	75
Life	57
Patron	5
Sustaining	29
Youth	5
Family	158
Friend Donor	5
Foundation Donor	714
Total	1245

**Liaison Reports**

Liaison to the Durham Library Foundation

No report. Angela has agreed to be the Foundation Liaison. The Foundation meets next week.

Liaison to the Durham Library Board of Trustees (Wendell)

Wendell attended a recent meeting of the board of trustees, where he reported on recent Friends activities.

**Old Business**

There was no old business.

**New Business**

Yearly Calendar

The board approved the yearly calendar. The October board meeting will be held at the East Regional library, and the annual meeting in June is tentatively scheduled to be held at the Southwest Branch library.

Broadband Proposal

The board approved a donation of \$5,000 if the library wins a proposal for \$250,000 in federal stimulus money to increase broadband access in county libraries. Matching funds from the Friends, in addition to matching funds from the County and the Library foundation, will help make the library's grant proposal as competitive as possible. If the library wins this grant, the Friends donation will come out of the FY 2010-2011 budget.

Proposal Process

The board approved a process for reviewing staff proposals twice a year, using the following schedule.

	<b>Fall</b>	<b>Spring</b>
Email to staff to submit proposals	Week of August 10	February 15
Proposals submittal deadline	Sept 14	March 15
Board to discuss proposals and send any questions to proposal submitters	October meeting	April meeting
Board to review question answers and determine which proposals will be funded	November meeting	May meeting

The board also voted to allocate up to a total of \$20,000 for proposals submitted this fall.

**Library News**

Stasi presented the hot-off-the-press Best of Friends, which covers the upcoming programs Smart Investing, Durham Reads Together, Harry Potter's World exhibition and more. Library publications are posted on the web and on display at each branch, and Friends members receive a copy of Best of Friends in their mailboxes.

**Adjournment**

Aviva adjourned the meeting at 8:50 p.m. The next Board meeting will be on Wednesday, September 2, in the 3<sup>rd</sup>-floor conference room at the Main Library.

Submitted by Vicki Hertz