

Duvall Friends of Library
Meeting Minutes, April 19, 2012

Attendees: Carol Kufeldt, Michele King, Linda Bittle, Pamela Hunter, Laura Boyes, Jill Dalton, Jody Rutledge, Georgene Jones, Kate Brougham, JoeLee Davidson, Rose Hollis

Carol called the meeting to order at 7:00pm

- All attendees introduced themselves, and stated name of book they are currently reading.
- Carol announced that Georgene has volunteered to be the bookkeeper
- Michele volunteered to be secretary
- Jody and Linda agreed to be Trustees. Rose motioned, and Georgene seconded, to accept Jody and Linda as new Trustees. Vote was unanimous and approved.
- The minutes from the prior meeting were distributed. Rose motioned, and Georgene seconded, to accept the minutes as true and accurate. Vote was unanimous and approved.

President's Report

- Carol announced that she is building a Leadership team. As previously mentioned, Georgene has taken on the role of bookkeeper. Bengt-Erik Norum is the new webmaster. A communications coordinator (job description circulated) is still open for a volunteer.
- The new website includes Duvall Reads, Blog opportunities, and will be interactive (more discussion later).
- Georgene has pulled together a mail merge in order to get letters out to current members, for continued retention.
- We are expanding our budgeted expenses to include birthdays for Staff Appreciation.
- The annual Civic Club Plant Sale and Raffle is coming up on May 12th, from 10-4 (held in the parking lot behind the library). The barrel will have >\$1,000 in gifts and coupons. Per Kate, this is a fun booth to man. Volunteers are needed to man the booth.
- There are approx 100 boxes of books in storage that need to be sorted for a book sale. Due to the current resources, there is not enough time to plan for this summer. The group agreed that we should wait until after the new library is open. JoeLee suggested waiting until winter, as it creates a higher demand (for pickers). Kate also suggested a special pre-sale event on the Friday prior, with an entrance fee. Both Joe Lee and Linda volunteered to help with the sale when we are ready for it.

Membership Report

- Thank you letters to RtF attendees have gone out, with 1 yr. complimentary membership.
- Letters to existing members going out for renewal through the Give BIG 2012 campaign (May 2nd). This campaign also supports Wilderness Awareness School

Treasurer's Report

- Rose distributed the financial report – we currently have \$18,202 funds on hand. Although we didn't hit the revenue goals for Raising the Foundation (RtF), we incurred even less, and therefore we are actually ahead.
- 2nd quarter budget calls for \$900 in membership dues plus \$261 for book sales. Since the Give Big campaign in 2010 raised \$1,000 in membership dues, and we average \$100/mo in book sales, we anticipate achievement of the goal.
- We anticipate the request for funding for the base- \$5,000 in the 2nd quarter, and payments for summer programming will be issued.

KCLS Updates

- Laura introduced PC Booking/Print Management. This system permits computer reservations for today and up to the next 2 days. Additionally, files can be saved and transferred to a USB flash drive, email attachment to the user, or storage on cloud service. Another feature is the ability to get 75 printing units weekly with a KCLS library card (b&w = 1 unit, color = 3 units).

- Laura also announced that the vendor she contacted for a quote on framing pictures ended up doing it gratis. (The pictures include one of Rose, one of the first librarian, one of the old library, and a watercolor that a little girl painted 50+ years ago.)
- We don't yet have a firm date on opening. Laura hopes that a date will be available by the next meeting. Once it's confirmed we can schedule a grand opening (we will need to utilize some of our funds to pay for these expenses).
- Duvall Reads is going through a bit of a change. Librarians are being pulled out of the leader role, and used more as advisors and coordinators.
- The meeting room in the new library will be prioritized for staff and library functions (board, staff, DFOL, book clubs). Then it will be open for the public.

Duvall Library Needs

- Pam handed out examples of other Friends of the Library groups (Woodinville, Bellevue, Redmond). Once we come up with a description, Pam can add a link to our website. Rose stated that our new website is Word Press, has a blog component, has an online presence communication, and also links via Facebook.

The meeting was adjourned by Carol at 8:10pm.