

FRIENDS OF THE LIBRARY
Main Library – Large Conference Room
November 5, 2015 Meeting Minutes

The meeting was called to order by Vice President Sandy Rupp at 10:33 AM.

ATTENDANCE: Vice President – Sandy Rupp, Secretary - Kathy Scheiman, Treasurer – Paula Taylor, Social Media – Paula Wilson, Chief Librarian – Mike Beck, Library Representative - Karen Reed, Tom Kolasinski, Dolores Kilanowski, Rohini Sud, and Gigi Ong. **Excused: President – Char Sharp**

President – Char Sharp was excused.

WELCOME – by Sandy

APPROVAL OF SEPTEMBER MINUTES – Paula T made a motion to approve the October minutes; it was seconded and approved.

TREASURER’S REPORT – Paula T - the bank balance is \$2,853.42 as of October 31, 2015. There was no deposit or withdrawal activity during the month.

MEMBERSHIP – Paula T – No changes in membership to announce,

SOCIAL MEDIA

- Facebook – Kathy
 - ✓ We jumped from 159 “Likes” last month to 165 this month!
 - ✓ The pictures from the Barnes & Noble Book Fair have been posted.
 - ✓ Paula W has been asked to post the pictures on our website.
- Website
 - ✓ Paula W - She will be able to add the pictures.
- Tom is still working on the three library pictures.

OLD BUSINESS

- **501.c.4. Designation** – The accountant has the filing but is in the middle of tax season (October filing deadline).
- **Gift Wrapping at Arrowhead Barnes & Noble**
 - ✓ We will be gift wrapping at Barnes & Noble on 11/27, and tentatively 12/13 & 12/20 from 5:00 – 9:00 pm. Char will be meeting with the store manager to confirm the two dates. Paula T will text Char to remind her book 2016 Black Friday Weekend.
 - ✓ B&N provides gift wrap, tape, and scissors. Donations of ribbon and bows would be appreciated.
 - ✓ Wrapping volunteers: 11/27 – Kathy, 12/13 – Kathy, Mike & Paula W, 12/20 - Kathy
Volunteers are still needed. Please contact Kathy – 602-540-6149.
- **The Book Fair at Arrowhead Barnes & Noble (B&N) - October 30th & 31st** - Paula -
 - ✓ Paula Taylor, Kathy Scheiman, Mike Beck, Karen Reed, Rohini Sud, and Sheryl Jeremiah all volunteered at our first B&N Book Fair – Thank you!
 - ✓ We won’t know for B&N for 4 to 6 weeks what we made on the Fair.
 - ✓ What we learned for next time:
 - Instead of only being there for 2 hour shifts (12 to 2:00 & 5 to 7:00) – be there for most of the day.
 - See if we can sit outside and pass out advertisements (bookmarks).
 - Advertising with the schools, City of Glendale and *The Glendale Star* did not work – we need to expand our advertising to other media (ex. *Glendale Republic*, *The Arizona Republic*) and have them publish earlier (ex. the week before and the week of the event). Do press releases.

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- Hang flyers in the grocery and drug stores, etc.
- Rethink the days we hold the Fair – hold on Saturday and Sunday instead of Friday and Saturday.
- Make sure that we have the FOL banner and table sign.
- Rethink having children functions.
- Contact Peoria FOL President to see what they do with Book Fairs.
- **Volunteer Offerings**
 - ✓ Kathy - Paula T, Rohini, and Kathy folded and addressed the offerings after the meeting and then passed them to Karen to have delivered to the branches.
 - ✓ Karen – They were delivered. There were questions about what do they get out of being a FOL.
 - ✓ Paula T & Paula W - No applications have been received yet.
- **Upcoming Event - Story Teller Festival – Main Library - 11/14 – 1:00 to 4:00 PM**
 - ✓ Karen – The FOL are needed to help vend for the participants of the Tellabration. An accounting/release form has been developed for each participant.
 - ✓ We will need 2 cashboxes – Kathy to provide one, Karen the other, our banner, table sign, applications, cash – Paula T to take care of, and business cards.
 - ✓ Karen – the books that we will be selling are being collected – we will purchase from the library for \$25/cart. Some participants have donated a copy of their book to FOL.
 - ✓ Kathy, Dolores, Gigi, Paula T, Paula W, and Tom have volunteered to assist with this event and of course Karen and Mike will be around.
- **Library Staff Development Day** – FOL Board members and Paula W (Library Board Chairwoman) will be attending at 11:00 so that they can introduce themselves and give a brief summary of what the FOL are doing.

NEW BUSINESS

- **Library Update – Mike & Karen**
 - ✓ First, a big thanks for doing the fundraiser at B&N.
 - ✓ Wednesday, November 11, there will be a Veterans Day celebration at the main library at 10:00 AM.
 - ✓ On October 20th, Mike, Paula W, and Erik Strunk presented to City Council a proposal for a new west side branch. The conversation continues.
 - ✓ Technology – **Envisionware** ~~Invisionware~~ (PC monitoring software) and collections development software is being installed are being installed, & computers are being changed out.
 - ✓ The budgeting process **is** ~~isn~~ continuing.
 - ✓ Karen passed out the new events calendar.
 - ✓ We should come early to the Tellabration (no later than 12:30 PM) because the teen librarians will be taking a pie in the face for the library card challenge they lost. FUN!
- **Other** – Sandy announced that the Glendale Woman's Club was having their annual Businessman's & Community Luncheon on Wednesday, November 18th, from 11:00 AM to 2:00 PM. The cost is \$10.

The next meeting will be Thursday, December 3rd at 10:30 am in the large conference room at the main library.

Kathy made a motion to adjourn the meeting. Meeting adjourned at 11:35 AM.

Respectfully submitted,

Kathy Scheiman
Secretary