

Approved as written 3/4/08

FRIENDS OF WILLIAMSBURG REGIONAL LIBRARY

Minutes of the Board, Tuesday, February 5, 2008

Present: Board Members: Flora Adams, Max Burry, Jean Cogle, Myrtle Engs, Claire Hurd, Terry Johnston, Evelyn Lee, Joe Rountree, Anna Wolf, and Ray Wolf; Library Director John A. Moorman; Administrative Services Coordinator Christine White. Absent was Ted Hiller.

Call to Order: President Burry called the meeting to order at 4:04 p.m.

In recognition of the services and accomplishments of past president Claire Hurd, Mr. Burry presented Ms. Hurd with a token of appreciation on behalf of the Friends board and volunteers.

Approval of January 8, 2008 Minutes: Mr. Burry asked for any errors, omissions or additions to the minutes. There being none, Mr. Burry accepted the minutes as written.

Membership Report: Mr. Wolf discussed the membership report and remarked Mr. Hiller would work with Mr. Goldberg to gather information to try and determine why members do or do not renew their memberships.

Treasurer's Report: Mr. Rountree presented the treasurer's report and stated Ms. Binsfeld is looking into various types of accounts per the recommendation of the audit report. After discussion, Ms. Wolf moved to approve the report as written; all agreed.

Book Nook Report: There are 170 boxes ready for the book sale. Ms. Adams reported one of their volunteers is moving. The Friends discussed ways to recognize volunteers including a plaque for the library to which names could be added. Dr. Moorman suggested forming a subcommittee to consider recommendations.

Internet Book Sales: Ms. Adams, Ms. Johnston, and Ms. Meyers researched selling books via the Internet using either vendors or volunteers that would keep prices low and still maintain an excellent selection for the book nook and book sale. They reported the results of their research on time, labor, and space needs to the board. They recommended allowing Karen Bergsagel, a Book Nook volunteer, to identify and sell items for the Friends on the Internet. After review of the proposal and discussion of Ms. Bergsagel's experience, Ms. Cogle moved to approve entering into a contract with Ms. Bergsagel to sell books for the Friends on the Internet from February 2008 – December 2008; all approved. A contract will be created for Ms. Bergsagel and Mr. Burry to sign.

Ms. Adams inquired if Ms. Bergsagel could continue as a book nook volunteer during this time; all agreed.

Book Sale Report: Ms. Cogle distributed a card from a local Girl Scout troop thanking the Friends for their donation of books. The books were donated at the conclusion of the fall book sale for the troop's service project with Avalon. Ms. Cogle inquired whether the Friends would adopt a formal policy or continue on a case-by-case basis for handling requests for book donations. After discussion, the board decided to evaluate these requests on a case-by-case basis.

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Ms. Cogle is still unsure how to incorporate a third cash desk; however, there will be an additional volunteer that will tally sales for customers before they reach the cashiers.

Publicity Report: Ms. Johnston discussed the action items submitted by Jenny Payne for advertising. The following items were discussed and approved.

- **Book Sale Ads - \$230.00** – Ms. Johnston moved to approve the order for the book sale ads; all agreed.
- **Book Sale Postcards - \$190.39** – Ms. Hurd moved to approve the order for the book sale postcards; all agreed.
- **Book Nook Bookmarks - \$159.98** – Ms. Johnston moved to approve the order of 2000 bookmarks advertising the book nook at \$159.98; all agreed.

Ms. Johnston will work with Ms. Payne on the wording for the bookmarks and will have Ms. Payne send 25 posters for the book sale when they are ready. Also, she and Ms. Hurd will assist with the labeling of the book sale postcards when needed.

Ms. Hurd thanked Ms. Payne for making the posters advertising the book sale prices larger and more visible. The Friends discussed changing book sale prices and decided to leave the prices as is for the time being.

Director's Report:

- **Reimbursement Request \$7610: Friends Participation in Jamestown 2007 Project** - Dr. Moorman discussed the Friends participation in the Jamestown 2007 project and requested they approve this reimbursement request. Ms. Johnston moved to approve the request; all approved.

Dr. Moorman updated the board on York County funding and reductions in state aid. Dr. Moorman asked the Friends board to take under consideration increased funding in the future.

Old Business: None.

New Business: The board discussed the inclusion of the Whistleblower, Document Destruction and Retention, and Conflict of Interest policies. Dr. Moorman explained the need for these standard policies. Mr. Goldberg, who developed these documents for the Foundation board, drafted these documents. The Friends discussed the policies as presented. Ms. Cogle moved to approve all the policies; all approved

Adjournment: Mr. Burry asked for a motion to adjourn, Ms. Johnston so moved. All approved adjournment at 5:20 p.m. The next meeting will be March 4, 2008 at 4:00 p.m. in Room B at Williamsburg Library.

Respectfully submitted,

Christine White