

approved

FRIENDS OF THE LIBRARIES, KONA BOARD MEETING MINUTES – April 19, 2011

The meeting was called to order at 9:10 a.m. by President Pamela Wang. In attendance were Barbara Isley, Marilyn Koschella, Ken Guerra, Alice Goo, Shirley David, and Irene Horvath. Absent: Barbara Sosna, Barbara Hussey, Joyce Kimball, and Kipapa Kahelahela

MINUTES: The March 15 meeting minutes were read by Shirley David. **MSA** with May 21 date correction for Feng Shui program.

TREASURER'S REPORT: The March income and expense statement was emailed to members. F.O.L.K. net worth as of March 31 was \$47,119.77 including a \$1,500 donation from the Nelsons. The audit committee meeting was set for May 12, 2pm at Barbara Isley's house. Don David will join the audit committee in Shirley David's place.

PROGRAMS: Upcoming programs at the Kailua Kona Library:

May 17 – Foster Care

May 21 – Feng Shui, 2 pm

Pamela reported for Barbara Hussey that she will talk to her contact from Sakura Ensemble about doing a Japan tribute performance when the contact gets back from Japan. Barbara is also talking to someone about doing a tea ceremony.

BOOK CLUB: The April discussion is *People of the Book*. May book is *The Financial Lives of the Poets*.

HISTORIAN: Marilyn has purchased supplies and set up the history book for 2011.

WAYS AND MEANS: The new cash register was used for the first time at the April book sale. Tax was added to the sale items. Purchasers did not complain about paying the tax and several told the cashier to keep the change. Traffic was considerably down from the winter months. National Honor Society and foreign exchange students helped with set up and take down. Pamela suggested that Ken contact Jerrie Anderson, the Kealekehe High School Librarian to arrange for NHS students to volunteer over the summer. She also suggested that the students be given Jamba Juice gift certificates as a thank you. The new cash register was discussed. Barbara Isley will put numbered stickers on the cash register to make it easier for cashiers to remember the order of transaction processing. The cash register is stored on a top shelf in the garage.

Marie Kober suggested that FOLK may be interested in using bookrecycler.com. Ken checked into the program and recommended that using it would be more than we can take on right now.

Ken responded to Marie's email and Pamela will also talk to her about the program. The pit crew reviewed the architect's plan for remodeling the garage where they work. They do not want the floor to be raised but do want the guard rail and steps from the higher level. Architect Michael Rheim is drawing up the plans per the pit crew's recommendations. Irene stated that the State DAGS must see the plans but since the state is not paying for the remodel, they do not have to approve the plans.

BOOKS ARE BUILDING BLOCKS: Ken reported that there was good volunteer attendance at the April BBB program but overall participation was down. Pamela will conduct a BBB committee meeting over the summer to review the program and make recommendations for the following year. Suggested participants are Pamela, Ken, Shirley, Shani Dutton, and Jerrie Anderson.

MEMBERSHIP: Membership stands at 220. Additional Penny Gupton prints were framed and ready for the next book sale.

LIBRARIAN REQUESTS:

KIPAPA KAHELAHELA: Kipapa sent a project wish list by email. Pamela asked board members to send names to Kipapa directly of contacts who may be able to perform the work requested for cut rate or free.

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IRENE HORVATH: Diana Duff from Sustainable Living will present a composting program at 5 pm on April 26 at the Kailua-Kona Library. There were 85 people in attendance at the John Keawe program. Shirley sold \$288 of John's CD's and DVD's. John donated \$80 of the proceeds to FOLK. The summer reading program starts on May 31. Denise hasn't asked for volunteer sign-ups yet. The public service announcements have been written. Denise asked if the Friendly Bus program will continue next year. The answer from the board was a resounding yes. The funds will come from either a grant or from the FOLK treasury. Irene mentioned the West Hawaii Today article about the Holualoa Library building formally transferred from the State Library inventory to the Department of Natural Resources and Land. Denise is working on dispersing the juvenile collection to other libraries and Irene is working on the Hawaiian collection. Most of the adult books will be discarded probably to FOLK. It was suggested the books could be distributed during the Holualoa Coffee Stroll. Irene said they may need some help from FOLK to move books down to Kailua Kona. Irene said that she put the book shelves purchase on the back burner until the Holualoa book distribution is complete. Pamela emphasized that Shirley is a retired library director with extensive experience in purchasing book shelving, that she can help with the specs and purchase. Shirley said during the 21 years she was a library director, she built two libraries and she also reconfigured and added shelving during library remodels.

NEW BUSINESS:

Scholarship: Shirley handed out and reviewed her recommendations for FOLK to establish a \$1,000 MLIS scholarship to be administered by the FOLK board. She will prepare application forms, and other required documents for the board to vote on at the May meeting.

Liability Insurance: The Friends of the Library Hawaii has purchased volunteer liability insurance. The insurance contact recommends that local friends groups continue to get liability waivers from volunteers.

Bylaws: Pamela read the proposed bylaws amendments as required by the FOLK bylaws. Shirley will email a separate notice to all board members. The proposed bylaws amendments will be voted on at the May meeting.

Standing rules: The proposed changes to the standing rules were read and discussed. **MSA**

The proposed changes in the treasurer's duties were read and discussed. **MSA**

Purchase: Approve purchase of QuickBooks at Costco at \$99 for use of the treasurer. **MSA**

Investment: Move \$20,000 from bank account to the Friends of the Library of Hawaii investment account with the intention of leaving the funds in the investment account at least three years. **MSA**

Pamela reminded board members to read the proposed bylaws amendments before the next meeting. The report of the local friends groups meeting was tabled to the May meeting.

NEXT BOARD MEETING:

Tuesday, May 17, 2011, 9:00 a.m.

The meeting was adjourned at 11:10 a.m.

Minutes prepared by
Shirley David, Secretary