

approved

**FRIENDS OF THE LIBRARIES, KONA
BOARD MEETING MINUTES – March 15, 2011**

The meeting was called to order at 9:07 a.m. by President Pamela Wang. In attendance were Barbara Isley, Marilyn Koschella, Joyce Kimball, Barbara Hussey, Ken Guerra, Alice Goo, Shirley David, and Irene Horvath. Absent: Barbara Sosna and Kipapa Kahelahela

MINUTES: The February 15 meeting minutes were read by Shirley David. **MSA** as corrected

TREASURER'S REPORT: The February income and expense statement was emailed to members. F.O.L.K. net worth as of February 28 was \$44,714.70. Marilyn and Joyce volunteered to audit the financial records. Marilyn will ask at book club for one other person for the audit committee. If we do not have three volunteers by the end of tax season, Shirley will ask her husband who is an accountant.

PROGRAMS: Upcoming programs at the Kailua Kona Library:

March 15 – Celtic Connection

National Library Week programs, funded by Hawaii State Library

April 16 – John Keawe, 1 pm

May 21 – Feng Shui, 2 pm

May 17 – Foster Care

Barbara Hussey said Chris Yeaton, had just confirmed that he will perform slack key. Barbara is also talking to Nancy Salle from Orchid Isle Psychotherapy and a hula master at Halau Kala`akeakauka. She has also contacted the Jewish Wedding Traveling Band. Irene requested that no more programs be planned until June.

BOOK CLUB: Pamela asked Irene to add the book club copies of *Cutting for Stone*, the February book discussion title to the library collection. It is the NPR book of the month. Irene said she would offer the extra copies to other libraries in the system. The March 15 book club discussion is *Still Alice*. April is *People of the Book*.

PUBLICITY: Joyce and Ken designed several styles of bookmarks. They will order 500 bookmarks on glossy paper from Kona Business Center for \$65. Two different designs will be used. Funds were approved at February meeting.

The minutes are now on the website. Shirley requested that the draft annual meeting minutes also be posted and only the approved board meeting minutes be posted.

HISTORIAN: Marilyn will collect and maintain the F.O.L.K. activities binder including clipping newspaper coverage.

BOOKS ARE BUILDING BLOCKS: The overall number of participants at the March program was the same as in February,

However participation in reading group varied from the previous month. Sharon Skibby is now keeping track of participants by grade level and whether the participant is new participant or returning. Shirley added a checklist arranged by time to the coordinator's manual for the coordinator to use on event days. She handed the manual to Ken who will be coordinating the BBB event in April. The Kona Stories gift certificates that Shirley purchased including two \$10 certificates that Kona Stories donated are in manual pocket. Shirley also reminded Ken and Pamela to use some of the old summer reading program shirts for prizes. She used two gift certificates for the drawing and gave the t-shirts to several children who successfully answered questions she made up about the evening's readings. Pamela will coordinate the May event. Shirley will make new reading table signs by grade group. Currently they are by age group which does not coincide with the statistics. Alice brought more prizes and put them in the BBB area in the staff workroom. Shirley will tell Denise Stromberg to take what she can use for the Friendly bus program.

WAYS AND MEANS: Following the tsunami, Ken received many inquiries as to the status of the March booksale. The booksale was held and brought in \$1,038. Members of the Kealekehe High School National Honor Society set up and took down the books. Ken expects the sales totals to decline over the spring and summer as the snowbirds

approved

head back to the mainland. Joyce and Irene will be looking to move the cash box in the lobby for better visibility. Ken is planning to replace the lobby sales bins with bookshelves. He will check Kona Office Supply. It was decided to rearrange the area after the new book shelves are installed. The F.O.L.K. coffee mugs are sold out.

MEMBERSHIP: Membership stands at 221. Alice will inventory the Penny Gupton prints and will frame more if needed.

LIBRARIAN REQUESTS:

KIPAPA KAHELAHELA: Kipapa sent no money requests. He has postponed moving the circulation desk from Holualoa to Kealakekua Library until after summer when he can get together with Joyce and Keith Kimball about the specs for the circulation area. The Holualoa desk may not fit the Kealakekua needs. The board confirmed its email approval of up to \$500 for Borders purchases. **MSA**

IRENE HORVATH: The adult summer reading program theme this year is "Novel Destination." Allocate up to \$70 for adult summer reading program incentives. **MSA**

Irene requested funds to purchase one section of library metal shelving including an end panel and canopy. New end panels may be necessary because the manufacturer of the existing shelves has gone out of business and width of the bottom shelf appears to be wider than the current end panel. Each complete shelving unit is 200 lbs. Shipping via the method in library catalog is as much as the shelving. The library has room for three sections of shelving and could use it as staff currently must weed books that are in demand for lack of space. Shirley suggested all three sections be purchased together so that shifting into the new shelves is done only once. Barbara Isley suggested Irene use a freight forwarder as a more economical method of shipping the shelving. Barbara I and Shirley volunteered to send Irene contact information about freight forwarders. Allocate up to \$5,000 for three sections of shelving only after alternative shipping methods have been explored. **MSA**

OTHER BUSINESS: Architect Michael Wren has completed plans for the garage area at Kailua-Kona Library. As Ways and Means Vice-Chair, Ken will be the liaison to the pit crew for the plan.

Pamela talked to the owners of Kona Stories about setting up a library books purchase promotion at the Kona Stories bookstore. They will keep library wish list books from both libraries and encourage customers to purchase books on the wish lists at a discounted price.

Barbara Isley reported on the Friends of the Libraries affiliates meeting. Barbara adapted a liability release form to be signed by all F.O.L.K. volunteers.

Barbara will also draft changes for the F.O.L.K. by-laws to comply with by-laws requirements discussed at the meeting such as dissolution language, whistle blowing, conflict of interest forms for review and discussion at the April meeting.

Several friends groups provided scholarships and textbook grants. Shirley will put together a proposal for a \$1,000 scholarship/grant for MLIS candidate studying at the University of Hawaii. The state requires non-profits with more than ten sales transactions to use a cash register for collecting general excise tax. Barbara will operate the cash register at the book sales a couple of times then train cashiers on the use of the cash register. Ken will look at any required procedure changes in the check out function of the book sales. Allocate up to \$120 to purchase a cash register from Amazon.com. **MSA**

All board members were encouraged to review the Friends of the Library Endowment Fund documents before the April meeting. At the April meeting the board will vote on whether to invest some of F.O.L.K. savings into the endowment fund.

Pamela reminded all volunteers to wear lanyards or name badges when working in the Kailua-Kona library and to keep noise and excessive discussions down.

NEXT BOARD MEETING:

Tuesday, April 19, 2011, 9:00 a.m.

The meeting was adjourned at 11:15 a.m.

Minutes prepared by
Shirley David, Secretary