

SOLDOTNA LIBRARY FRIENDS – BOARD OF DIRECTORS

Minutes for Monthly Meeting held on October 11, 2023, at 10:15 am

Attendance: Joan Merrick (President), Jane Fuerstenau (Winter Vice-President), Pam Joslin (Treasurer), Barbara Olson (Secretary), Vicki Johnston-Freese (Book Sales), Heather Rausch, Jane Gabler

Absent: Mary Lou Wilcox (Summer Vice-President), Romi Haseo

Guests: Rachel Nash (Librarian)

- 1) **Call to order at 10:17 am:** Joan Merrick called meeting to order.
- 2) **Approval of agenda:** Pam moved, Jane G. seconded, agenda approved.
- 3) **Approval of minutes from September 13, 2023, Monthly Meeting:** Barbara moved, Vicki seconded, approved.
- 4) **Treasurer's Report:** Pam
 - We began the month with \$35,344.46 in the bank.
 - Book sale in September was very successful totaling \$1,104.
 - One large expense was for the Chamber Visitor's Guide Ad (1/2 page) for \$775.
 - Ended the month with \$35,956.78 cash on hand and in the bank.
 - Memberships in United for Libraries (\$150/year) and in the Alaska Library Association (\$30/year) were discussed. Both organizations advocate for libraries (both public and in schools). It was decided to join both organizations to show our support.
 - Pam passed out new First National Bank credit cards to Joan and Barbara to replace expired cards.
 - Pam completed the annual State Charitable Registration \$45 fee which is required for non-profits and for PickClickGive.
- 5) **Book Sale Report:** Vicki
 - Special 1-week sale on Book Sale Shelf last month on quilting/craft books did well.
 - Special 1-week sale on Book Sale Shelf this month on History brought in about \$78 (at 50 cents each, this was over 150 books sold).
 - Special 1-week sale on Book Sale Shelf in November will be favorite authors. These special sales help clear out books that aren't moving downstairs.
 - Our September monthly book sale had 110 visitors.
 - Sold 2 pieces of art.
 - Refilled 4 books bags.
 - Sold 6 book bags.
 - Sold 2 memberships.
 - There will not be a book sale in November because the Holiday event is December 2.
 - There are a couple of art pieces that won't sell. Discussed breaking it down and letting art students use the framing materials.
- 6) **Librarian's Report:** Rachel
 - First travel log presentation was yesterday (right after the afternoon power outage) and 20 people attended.
 - Library Advisory Board meeting scheduled for Oct 16 has been cancelled due to no new business.
 - Library is closed October 18 for Alaska Day. Opening at noon on Friday October 20.
 - They are about 40% done weeding through the non-fiction. Vicki is keeping up with the books being sent down to us in the basement.
 - Researching decodable readers for our collection but hasn't found high quality ones yet.
 - Rachel will be doing an overhaul of the job descriptions which haven't been redone in over a decade. We've been fully staffed since August which is great.

SOLDOTNA LIBRARY FRIENDS – BOARD OF DIRECTORS

Minutes for Monthly Meeting held on October 11, 2023, at 10:15 am

- When asked about problems with patrons, Rachel said our police have been working with a specific person (making sure he is with his guardian) and keeping an eye on another patron who has made the staff uncomfortable. She feels that our local police are well trained to handle these situations.

7) Old Business

- a. Soldotna Visitor Guide Advertisement: Rachel/Barbara
 - The packet includes a picture of the final ½ page ad.
 - Rachel and Barbara are planning to meet with the Chamber executive director to get more library information into the guide in their articles about city services and in “Free Things to do in Soldotna”.
- b. Board to proofread the changes to Articles of Incorporation and to Bylaws: Pam
 - Pam asked the group for comments or changes before contacting an attorney to review these documents. Pam will move forward with contacting an attorney.
- c. Using Square to keep track of all money received be it cash or credit: Mary Lou/Barbara
 - Book sale procedures were changed at the September book sale so that all cash received was also entered into the Square application. At the end of the book sale, the total amount earned (both cash and credit card sales) is immediately available. This will work great for the Holiday event. We will be able to keep the art sale totals separate from the bake sale totals. Elaine will immediately know how much money was earned through her efforts with the art sale. We will use these new procedures going forward.

8) New Business

- a. Holiday Event – Book/Art/Bake Sale plans
 - Elaine Woodburn will be heading up the Art portion of the Dec 2 event per Vicki.
 - Mary Lou is already working on the flyer which will be handed out at the October 26 book sale.
 - Barbara will send email to solicit baked goods. Jane Gabler will ask Starbucks for coffee again.
 - Musicians? Do we want live music again? Stacy and Kim are doing a fireside concert in December also. Except for 2022, we’ve played holiday music over a speaker with an IPAD. Jane G will investigate this. She’ll talk to Michelle who handled this last year.
- b. Proposed calendar for 2024 fund raising events and meetings: Barbara.
 - Barbara asked the board to help proofread these dates looking for errors. Deciding on these dates for a full year allows us to publish handouts. Providing handouts has increased attendance at our book sales.
- c. Start planning the budget for 2024: Pam.
 - Rachel was asked to start anticipating her needs from us for 2024.
 - Barbara stated Wild Apricot software costs will increase for 2024.
 - Barbara presented the “Soldotna Public Library Community Cookbook’ which she won in the 2023 Summer Reading Program. This cookbook was put together by the library staff (mostly Kim) based on recipes contributed by community members. Only two copies were made with the other copy available for checkout. Barbara would like to investigate the cost of duplicating this cookbook and budgeting for this in 2024. Copies could be given to our volunteers to show our appreciation. If the cost is reasonable, copies could perhaps be sold to the public.
 - Barbara asked Rachel if we could continue to use their printer for our printing needs, mostly for printing of book sale flyers. Rachel said we can continue to use their printer.
 - Budget requests for next year should be brought to the November meeting. By December, Pam can have a 2024 budget put together.
- d. Board seats expiring at end of 2023: Seat A (Pam), Seat D (Barbara), Seat G (Jane Gabler)

SOLDOTNA LIBRARY FRIENDS – BOARD OF DIRECTORS

Minutes for Monthly Meeting held on October 11, 2023, at 10:15 am

- These board members were asked if they were interested in staying for another term. Each of these board members indicated they would like to stay for another term. Having a full board this year has been great.
- e. Information sheet about Soldotna Library Friends: Barbara
 - Barbara created a 1-page information sheet about the Soldotna Library Friends to include with the gift memberships given to the Chamber to give away at their Annual Pie Auction. It explains what our organization does. We gave away 10 gift certificates in both 2021 and 2022. Only one of these gifts has been redeemed. Hopefully this information sheet will encourage gift recipients to redeem their gift and become actual members.
- f. Plan to put future packets on our website for board members: Barbara.
 - Today's meeting was the first time we put the meeting packet onto our website. The packet includes the meeting agenda, Treasurer's Report, Budget vs Actual Report, and other documents to be discussed at the meeting. The packets will simplify distribution of information. We will get the packet to the website by Monday prior to the Wednesday meeting. The meeting packet is also available to the public.

9) **President's Report:** Nothing to report.

In this month's board packet:

- Agenda for this October 11, 2023, Meeting
- Treasurer's Report and Budget vs Actual Report
- Visitor Guide Advertisement – Final version
- Amendments to Articles of Incorporation approved May 10, 2023- DRAFT
- Bylaws updated with changes approved May 10, 2023- DRAFT
- Proposed calendar for 2024
- Board of Directors – Terms of Office as of April 12, 2023
- Information sheet about Soldotna Library Friends

Reminders:

- October 16, 2023 – Library Advisory Board Meeting at 5:15 pm - CANCELLED
- October 26, 2023 – Next book sale
- November 8, 2023 – Next Board Meeting at 10:15 am
- December 2, 2023 - Holiday Book/Art/Bake Sale 10 am to 4 pm
- December 13, 2023 – Board Meeting at 10:15 am

Known absences:

- Joan will be gone Nov 10 through Dec 11 so will miss the Holiday event on December 2.
- Mary Lou is leaving October 29 until late March 2024

Adjournment: 11:29 am