

**SOLDOTNA LIBRARY FRIENDS – BOARD OF DIRECTORS**  
**Minutes for Monthly Meeting held on December 13, 2023, at 10:15 am**

**Attendance:** Jane Fuerstenau (Winter Vice-President), Pam Joslin (Treasurer), Barbara Olson (Secretary), Vicki Johnston-Freese (Book Sales), Heather Rasch, Romi Haseo

**Absent:** Joan Merrick (President), Mary Lou Wilcox (Summer Vice-President), Jane Gabler

**Guests:** Rachel Nash (Librarian), Mary Ann Dykes

- 1) **Call to order at 10:24 am:** Jane Fuerstenau called the meeting to order.
  - 2) **Approval of agenda (Packet A):** Added “Heather discussion items” to the end of the agenda. Pam moved, Romi seconded, agenda approved.
  - 3) **Approval of minutes from October 11, 2023, Monthly Meeting:** Heather moved, Romi seconded, minutes approved. The November 8, 2023, meeting was cancelled. The packet for that meeting is being used for this meeting with the addition of item I.
  - 4) **Treasurer’s Report:** Pam
    - 2023 Budget to Actual with 2024 Proposed Budget (Packet I)
      - Pam walked us through this report explaining how she arrived at each item in the proposed 2024 budget. The operating expenses are expected remain the same but with the \$1,500 reduction in Professional Fees.
      - Discussed that the Friends purchase Patron Perks (USBs and earbuds). The staff make these available for \$1 (placed in the Friends’ Donation Box by the Circulation Desk).
      - \$7,400 in Grant Distributions for the library were outlined, realizing that new requests can be made as new ideas arise. (Packet E, F, G, H)
        - 1000 Books Before Kindergarten (1KBK)      \$1,000
        - Summer Reading Program                      \$1,400
        - STEM    \$2,000
        - Special Performers/Presenters              \$1,000
        - Small Project Fund                                \$2,000
      - Motion to accept the 2024 Budget made by Romi, seconded by Vicki, unanimous approval.
    - Treasurer’s Report (Packet B)
    - Budget vs Actual (Packet C)
    - Analysis of 2023 PickClickGive Donations (Packet D): Barbara
      - We received over \$3,000 from 40 donors which is the highest amount and highest number of donors ever.
  - 5) **Book Sale Report for December 2 Holiday Event:** Vicki
    - The combined book/bake/art sale earned \$2,520. There were 109 visitors for the book sale, 4 book bags were sold, 8 book bags were refilled.
    - Vicki and Elaine Woodburn cleaned up the basement after the big sale. Rachel will see if some of our things can be stored in their basement storage area.
    - Vicki is planning a 1-week specialty sale on the Book Sale Shelf immediately after the monthly book sale. The special topic is determined by what kind of books we are overloaded with or based on the season.
- Bake Sale/Art Sale Report:** Barbara
- There were 160 visitors in the community room for the art and bake sale. A more detailed report will be available at the next meeting.

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- 6) **Librarian's Report:** Rachel
- Almost 200 people attended the Halloween Storytime. Program attendance is not only back from pre-pandemic numbers but is increasing. She will report on this at our annual meeting.
  - More programs have been added for adults, for teens, and for tweens. Attendance at programs has been very good and circulation has been good.
  - Rachel attended an American Library Association Advocacy Meeting in Chicago. Discussed keeping people engaged with our organization by sending short emails out every two weeks.
  - The Seed Library has been relocated to The Goods (Willow King) where it will be maintained by volunteers with the Kenai Local Food Connection (KLFC).
- 7) **Old Business**
- Attorney review of Articles of Incorporation and to Bylaws – status: Pam
    - Pam has arranged with attorney Kris Schmidt to do the review. Pam feels there will be some rewording suggestions.
  - Calendar for 2024 fund raising events and meetings: Barbara
    - The October 2024 book sale will be on Halloween. The library will be closing at 6 pm on 10/31/24 which is the same time the book sale ends. Vicki said that she can do her closing steps the next morning.
- 8) **New Business**
- Plan for annual meeting – Barbara
    - Our meeting on January 10, 2024 is our official Annual Meeting
    - All officers will be elected.
    - Member of the Year to be awarded a lifetime membership. We decided upon Christine DeCourtney and Jim O'Neill in appreciation of their volunteer efforts.
    - Discussed the \$5 Book Sale Coupon and decided to continue sending them out to new members and renewals.
    - In 2024, take an informal survey to find out how people heard about the book sales so we know how to direct our advertising efforts.
    - Encourage regular members to attend the annual meeting. Reserve the community room at noon.
    - The annual meeting will include a presentation by the president as to the years accomplishments, a summary of fundraising efforts, and a membership report.
- 9) **President's Report:** None.
- 10) **Heather's discussion items:**
- Heather asked if learning to write can be part of our literacy program. Perhaps supplying pencils, crayons, paper so that writing and reading can be developed together. Romi suggested that she write to Fred Meyer to sponsor such supplies. Rachel said the "Take and Make" projects and the handouts from Story Time address this a little bit. If the Friends want to hand out alphabet books with some crayons is an option.
  - Heather discussed getting books out to prisoners and others in the community. Vicki explained what has been done in the past with Wildwood. Heather would like to work with Vicki on doing this again. Vicki sends books to Heritage and other senior housing facilities. Mike Morgan helps distribute books that we cannot use. Kari Moen stocks the little libraries. Heather will check with Love Inc and the homeless shelters to distribute books.
  - Discussed making our library more multicultural. Books in other languages can be obtained through The Alaska Library Catalog which is a consortium of public, academic, special, and K-12 libraries throughout the state.

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- Discussed the process of book weeding. If books are not used for several years, they can be weeded out. If a book is checked out, it is obviously used. If a book is used but not checked out, the patron should not reshelve the book but leave it out. When the staff reshelves it, it will be marked as having been used. Books with outdated information (such as medical and legal) are weeded out. Rachel is receiving a donation from the hospital foundation to buy updated medical books. Rachel urged people to not reshelve the books so they can be recorded as having been used.

**Reminders:**

- January 10, 2024 – Annual Meeting – **AT NOON**
- January 15, 2024 – Library Advisory Board Meeting at 5:15 pm
- January 25, 2024 – Next Book Sale from 2 to 6 pm

**Known absences:**

- Mary Lou left October 29 and will return late March 2024
- Jane Gabler will be returning in late January
- Heather Rasch will miss the January 10<sup>th</sup> meeting

**Adjournment:** 12:03 pm