

FRIENDS OF THE LIBRARIES, KONA

F.O.L.K. BOARD MEETING MINUTES - January 9, 2018

The meeting was called to order at 9:04 by President Pamela Wang. Attending were Board members Shirley David, Suzanne Dmytrenko, Ken Guerra, Joyce Kimball, Mardee Richardson, Lyn Waterhouse, and Arne Werchick; librarians Denise Stromberg and Stacy Jeffrey (LA3) for Kealakekua branch.

The minutes of the December 19, 2017, meeting as corrected were approved. MSA

Shirley David reports re Facebook. The F.O.L.K. Facebook page has been updated to reflect 2017 activity, including all programs. December program showed 230 reached, 10 interested, 1 reported attending. *Ohrlando at the Opera* reached 557 people, 27 viewed, 16 attended, indicating considerable activity. Only the programs are being boosted (for which F.O.L.K. is charged), not the book club or book sales. Regarding scholarships, Shirley has e-mailed Friends of the Library Hawaii ("Big Friends") with information about the scholarship program. Regarding disposition of extra children's books, President Wang provided the name of a kindergarten teacher who might be interested in taking some, and Shirley is initiating contact. Lastly, she has completed preparation of the 2017 F.O.L.K. Historian binder for display at the annual meeting.

President Wang renews the discussion of preparing brief post-event summaries to use for publicity, newsletters and historical purposes. She pointed out that we may consider using event photographs, but if members of the public are included each must consent to the publication of the photograph. It was recommended that photographs be taken of presenters from a side view or from behind the audience to avoid including members of the public.

Lyn Waterhouse reports that she has five science programs in preparation but needs to consult with Head Librarian Denise Stromberg to secure free dates.

Suzanne Dmytrenko reports that *Ohrlando at the Opera* raised \$120 from approximately 40 attendees. She also reports an upcoming program, Aloha Kuamo'ō Āina Talk Story, January 9th but Na Leo TV will not be available to videotape the program as previously requested. Tuesday *Beatbox and Hip hop with Mr. Kneel* collected \$9 as the F.O.L.K. share of CD sales. He will do one more F.O.L.K. program this year. A general discussion followed regarding the use of the calabash for collections in advance of programs. Both Suzanne and the undersigned commented that it appeared that a large proportion of the audiences appear to surmise that the calabash funds are for the presenters and not destined for F.O.L.K., and it was determined that Board members introducing programs should in the future orally clarify purpose of the calabash when passed.

Ken Guera reports that the next Book Club on January 23rd after the annual meeting will discuss *Double Edged Sword* by local author Alexander Rosenstein

who will be present to discuss his book. Next month the book is *The Nightingale* by Kristin Hannah.

Joyce Kimball reports that the newsletter has been printed and will be picked up today. Sixty-five copies will be mailed tomorrow.

Ken Guerra reports that the December lanai book sale produced \$1437 in income, one of our best of the year. Half of the gift cards designated to reward volunteers were distributed before end of year to people working directly at the library; the balance of the gift cards will go to book sale volunteers, including the student volunteers, at the upcoming book sale. We will use all of the cards at this time. Ken is keeping a spread sheet on computer of all who volunteer at book sales; he expects that he can maintain that even while out on health leave starting next month. Lobby book sales for December were \$1092.67, which includes Kealakekua. Total lobby sales for the year were \$11,071 for both branches; Treasurer Barbara Isley's monthly report will show the breakdown between Kona and Kealakekua branch book sales. Total lanai sales for 2017 were \$10,996; the December total was \$1427. (There was one less lanai sale in 2017 than previous years.) The grand total from all book sales for 2017 was \$22,067, enabling F.O.L.K. to support all the library programs from this fund without tapping reserves. We no longer sell DVDs at the Kona branch so all are sent to Kealakekua. In the future the plan will be to distribute gift cards only once per year, in the December-January period. There was discussion about how to increase student involvement in the gift card quest; the current minimum to qualify for a gift card is six hours per year, but very few students do that much. Mardee Richardson suggests a pizza certificate award for six student hours as perhaps being more attractive to high school students than the gift cards currently in use. Joyce Kimball suggests ordering a pizza at closing, when we need students the most rather than using it as a deferred award, but Ken points out that the closing process now taking less time than ever before so students can't acquire many hours that way. For this past sale, 125 boxes of books were taken out and 73 boxes were returned, the lowest numbers of all sales. Since an upper limit of 200 boxes has been in place for lanai book sales, no lanai sale has yet required that many. Mardee suggests deferring a final decision how to reward students. Some consideration will be given to creating special recognition for graduating seniors in May; President Wang says perhaps we should resume awarding participation certificates. Ken notes that graduating volunteers are offered a letter of commendation and will reiterate that offer at future book sales. The additional new display in the lobby and a concurrent price rise in books being offered in lobby sales may have caused increase in sales over last year: \$10,175 in 2016, this year \$11,071. The lobby is now the only source of hard back books.

Mardee Richardson reports on membership. Sixteen new members joined in December, 10 of whom joined at the book sale. There were 16 renewals in December. Mardee sent 33 reminder postcards. One new and one long-standing member joined at the Associate level (\$50). We have 373 on our membership list, of those 291 are current in good standing; 32 are outside the state of Hawaii, 3 in Canada. In 2017 twelve members renewed or joined at Associate or higher level; all have been acknowledged with the placement of book

plates. Mardee has reviewed the Community Seed Library membership roster and notes approximately 350 members on their list. Diana Duff, who has joined F.O.L.K., is recruiting among her membership for F.O.L.K. membership as well. Denise Stromberg notes the F.O.L.K. spring tea for recognition of volunteers with 25 or more hours, including all Board members, will be held Friday, February 16, 9:30 a.m. in staff room. This event is by invitation only because of limitations of space and food.

Board-nominee Fred Hornbruch joins the meeting.

Librarian Stacy Jeffrey reports re the Kealahou branch. There is an upcoming program next month: "how to be a first time home buyer" presented by Neighbor Works Home Ownership Center counselor/coach Michael McCray. Stacy returns to the discussion of awards for teen volunteers based on her perspective as a more recent graduate. She opposes automatic awards for all teen volunteers because that's not why they should start volunteering. Donuts and coffee are seen as much better ideas. Regarding the request that F.O.L.K. underwrite the cost of construction of a large bookshelf for use behind the Kealahou circulation desk, President Wang has obtained a quote for a wood fixture six feet tall (although the cabinet maker says the cost for an eight foot case would be the same because of the amount of wood which would have to be purchased): \$7470 which includes a 22% markup instead of the usual 55%. The Board consensus is that Stacy and the Board will continue search to see if alternatives are practical.

Head Librarian Denise Stromberg reports fund requests for Kona. Children's librarian Jenn Losalio requests a reading a collection of books for the children's section to build early literacy and reading skills. Eleven sets of six books per set will cost \$199.34 including shipping. Motion to approve not to exceed \$200. MSA. Assistant Librarian Kipapa Kahelahela is going to introduce a "blind date with a book" program for February; books will be wrapped in paper so the borrower cannot see the title, but only a brief blurb describing the book, until after checking out the book. Participants must then write a review of the book to place their name into a drawing. Kipapa requests an appropriation of \$25 to purchase a Regal gift card for winner. MSA Denise then discusses the history of the Friendly Bus always being offered to all grade two classes in West Hawaii. In the past the elementary school in Holualoa has not participated. She has learned that a fifth grader class is planning to visit the library on February 14th and asks if F.O.L.K. will pay for the bus to transport the fifth graders. If we don't underwrite the visit, families will have to pay \$5 for each student to attend. The cost of each use of the Friendly Bus is approximately \$350. President Wang suggests asking the teacher to coordinate with the other fifth grade classes to try to fill the bus (estimated 72 seats). Moved that F.O.L.K. will fund the Friendly Bus for the one fifth grade class and encourage additional fifth grade classes, but that not be a requirement for our offer. MSA Denise reports the library may be presenting an immigration and citizenship program, with the possibility of performing a naturalization ceremony at Kona library (currently offered only in Oahu). Lastly she displays pen and ink drawings of Kona scenes, donated from the estate of Paul Merwyn Britt Jr, late resident of Kailua Kona. The Board

concluded we have no appropriate use for the drawings, and it was suggested they be donated to the Kona Historical Society.

The undersigned opens the discussion of the lack of Director and Officer Liability insurance covering the F.O.L.K. Board and the possible lack of general liability coverage as well and suggests this question be pursued promptly. Most Board members expressed surprise, believing we had such coverage. Board-designee Fred Hornbruch reports an incident in his prior volunteer experience where a non-profit Board was in fact sued but did have insurance to cover the expenses; the undersigned reports on similar experiences. The consensus without formal motion is to make sure the F.O.L.K. Board is covered for liability exposure and that this be done expeditiously. The undersigned suggests that in the future a certificate of insurance be incorporated in our governing documents along with current Bylaws and operating rules.

The undersigned reports on the meeting of the *ad hoc* committee to advise the appropriate use of invested F.O.L.K. funds to comply with the F.L.H. guidelines for affiliates. For working purposes and continued discussion, seven categories are suggested all subject to future discussion and modification before any final decision:

(1) Capital and furnishings, covering such items as a handicap bypass door at the library entrance, special furniture purchases, or built-ins for staff use. An initial projected budget of 25% of held funds was suggested.

(2) Equipment, covering such things as a new copier or other electronics not furnished by the State, janitorial or exterior maintenance or beautification tools or equipment.

(3) Staff professional development such as conference fees, travel expenses or miscellany for attending important regional or national conferences. F.O.L.K. Scholarships could be included in this category.

(4) Services like the Friendly Bus, landscaping or pest control services, etc.

(5) Library special acquisitions such as encyclopedias, multi-volume sets not provided in the book budget, special magazine or newspaper subscriptions, etc.

(6) Special programs which might require exceptional expenditures over an above the usual honoraria.

(7) Retention to be held in reserve.

Relevant portions of the Friends of the Libraries of Hawaii affiliate guidelines were reviewed.

The undersigned is to continue *ad hoc* committee activity with Denise Stromberg, Bev Stehley, Shirley David, and Barbara Isley serving on the committee, and President Wang *ex officio*.

It was requested that the Secretary resume the practice of an addendum to the minutes with notations of specific "action items" (identifying which Board members are asked to take further action on projects) to supplement the minutes as a more specific reminder.

The annual membership meeting is Tuesday, January 23rd at 10:00 a.m.; the Secretary again notes that he will be absent. The first meeting of the new Board is scheduled for Tuesday, February 20th at 9:00 a.m.

Meeting adjourned 11:04 a.m.

Respectfully submitted
ARNE WERCHICK
Secretary