

FRIENDS OF THE LIBRARIES, KONA

F.O.L.K. BOARD MEETING MINUTES - February 20, 2018

The meeting was called to order at 9:02 by President Pamela Wang. Attending were Board members Shirley David, Suzanne Dmytrenko, Fred Hornbruch, Barbara Isley, Joyce Kimball, Mardee Richardson, Bev Stehley, Lyn Waterhouse, and Arne Werchick; librarians Denise Stromberg and Stacy Jeffrey (LA3) for Kealakekua branch.

President Wang reported that Ken Guerra is having his foot surgery as we meet this morning, and the Board extends best wishes for a great outcome and quick healing.

The minutes of the January 9 meeting were approved. MSA

Barbara Isley delivered the Treasurer's report. Assets were \$61,125.08 as of end January. F.O.L.K. will transfer about \$4300 to the library in previously appropriated grants. The Ameritrade account stood at over \$39,000 at the end of January but has dipped in the interim. January showed \$1571 total lobby book sales, and \$1240 from the lanai. Membership income received in January was \$873 which is a high for one month. F.O.L.K. purchased a love seat as furnishing for the Kailua Kona children's room. Barbara also reports that a \$3000 grant from the Crane family is designated specifically for this branch and is to be applied to purchases as designated by the children's librarian. The January Profit & Loss statement is attached to these minutes. The January financial report is approved. MSA The final 2017 financial report, previously circulated, is approved and is attached to these minutes. MSA

Shirley David reports that our total number of Facebook followers as of yesterday stands at 273, up from 255 at the end of December. She has added a picture of the book club from last month to the Facebook page. She boosted the "Hawaiian Trusts" program which reached 755 people. The book sale this month wasn't boosted, but had 192 followers and shares showing that some people are following and using this to identify events. A majority of Facebook followers fall into the under 45 demographic. A group Board photo was taken for the newsletter.

On the scholarship committee front, an anonymous donor will add \$2000 to the fund designated for scholarships, but the money has not yet been received. It is early, and there are no scholarship applicants yet. Bev Stehley suggested increasing each of the two scholarships to \$3000 if and when the additional donation is received. MSA

A fourth grade teacher has asked if we would support their April "literacy night", and Shirley will staff a F.O.L.K. table with children's books to give away and our bookmarks. She reports on attending Holualoa Elementary math night which was also attended by children's librarian Jenn Losalio who led a series of math puzzles for the children with great success. Four of their second grade classes will attend the library with the Friendly Bus in May.

Shirley is working with Ulu Wini transitional family housing about a Tuesday afternoon/evening Friendly Bus venture so parents could come along with the children.

We will also start keeping statistics regarding the number of teachers who collect books at F.O.L.K. book sales or who bring classes to the library the via Friendly Bus. The Friendly Bus is offered to all schools in West Hawaii, not just Department of Education public schools.

Lyn Waterhouse reports that she has two science programs on the calendar: Hawaii crow reintroduction, program April 3rd and on June 3rd a Keck astronomer discussing remote galaxies. An expert on underwater marine photography may be available for a May program. She is hoping to schedule a discussion of rat lung disease for September or October.

Suzanne Dmytrenko reports on programs. John Roth on February 13th gave a presentation on Hawaii Trusts. There were only five people in attendance but they were quite engaged! On February 27, Maile Melrose, President of the Friends of the Amy B.H. Greenwell Gardens will give a talk on the life of Greenwell and provide an update on the future of the Gardens. Na Leo has agreed to video tape this event. Possible events that Suzanne is working on are, Mary Ames, President of the Hawaii Gourd Society on either April 10 or 24 from 5:30-6:30pm. She is also going to reach out for a presenter demonstrating Hawaiian coconut basket weaving with no date selected as of this time. Suzanne will be on the main land from mid-May to mid-June.

Bev Stehley reports on the Book Club. Today's topic is *Nightingale* by Kristin Hannah; next month *Botticelli's Muse* by Dorah Blume. Bev will announce at the meeting today that in the future local authors presenting their own work must provide at least five copies of the book if it is not in the Hawaii public library system so that no one has to pay for a book to be in the book club.

Bev recently spoke at Sunrise Rotary and promoted idea of volunteers for book sales.

Regarding Books for Babies, she delivered the latest shipment. The new source adopted recently for obtaining books is proving much less expensive. She will need funds to order books for May and June.

Joyce Kimball reports that the current "upcoming events" notice will be going to the newspapers this afternoon.

Barbara Isley reports total income of \$990 for the February book sale. We are out of tote bags. Mardee Richardson comments that refrigerator totes can be as cheap as \$1.84 depending on a large order, plus shipping. They would not be appropriate for filling with books at lanai book sales but would be sold to promote F.O.L.K. Barbara will research actual costs and will report back.

Fred Hornbruch notes no response yet to fliers he has distributed asking volunteers to contact the F.O.L.K. e-mail address. Kohala-Kona Chamber of Commerce, which he attends, has a monthly after-hours event, and he will promote book sale volunteering.

Special thanks will be drafted and put in the next newsletter recognizing the tremendous volunteer efforts of Eleanor Pearson.

Mardee Richardson reports on membership. The membership list now stands at 371, of whom 311 are in in good standing. We have gained ten new members, 7 joined at the book sale and we have 31 renewals of which 21 were postcard responses. There have been no offers to volunteer. Three have joined at the \$50 Associate level and two at the \$100 Sustaining level. Thirteen expired memberships have been deleted.

The question of tax deductibility of memberships was raised, and it was pointed out that any portion of membership fees that are rewarded with goods or services with more than nominal value are not deductible, so our brochure should be modified accordingly. The Secretary was tasked to provide sample language used by other organizations regarding limited tax deductibility.

Ad hoc committee on spending funds to move forward and report. The Secretary will continue on the committee with Denise Stromberg, Bev Stehley, Shirley David and Barbara Isley, and President Wang *ex officio*. It was suggested that at a Board meeting in the near future when the agenda is not so crowded that this item be agendized for full Board discussion based on the points outlined in the minutes of the January meeting and with additional input regarding library projects from Denise.

Liability insurance was again discussed based upon the e-mail reports circulated by President Wang. It was moved that F.O.L.K. acquire the two policies -- Director and Officer Liability, and General Liability -- offered by the Alliance of Nonprofits for Insurance (ANI), the company recommended by F.L.H., but without the additional \$2 terrorism coverage. MSA Pursuant to the requirement by ANI that F.O.L.K. have a policy for removal of non-active directors, the following Bylaw addition is proposed to be voted upon at the next Board meeting at which a quorum is present:

A proposal for adding a new section 4.5 to the F.O.L.K. Bylaws:

4.5 If, during the course of his or her tenure, a director is absent without excuse from two properly scheduled and noticed Board meetings, that person may be removed as hereinafter described. An unexcused absence shall be one which the director has not advised the President or Secretary prior to the meeting. Nothing in this article shall prevent the President from authorizing a Board member from participating by submitting a written report for consideration of the remainder of the Board, or attending a Board meeting by telephone or other electronic means. The proposed removal of a director shall be placed on the agenda for

discussion and decision by the Board of Directors at the next regularly scheduled and noticed meeting following said directors second unexcused absence. The directors may remove the delinquent director from the Board of Directors by vote of two-thirds of those attending the meeting at which a quorum is present.

Librarian Stacy Jeffrey reports re the Kealakekua branch. She has received a new quote of \$3000 for bookshelves from Lee Jensen who generously will donate solid oak materials, charging only labor cost, reducing the total expense to \$1800. He estimates completion for the end of April. Jensen is a woodworker who had been referred to Suzanne Dmytrenko by Kona Coast Vacations for whom he does a lot of work. Moved \$1800 plus tax. MSA Barbara Isley will send Jensen a donation letter after the work has been invoiced. After the work is done Stacy will solicit a bid from Jensen for a new circulation desk as well.

Stacy also requests summer reading program promotional materials funding of \$545.85 to cover promotional books for children and teens. (This is up from \$323 for last year.) The State Library is not furnishing as many smaller prizes this year but shifting to a single big prize with three levels of prizes for minutes read. MSA Stacy requests funding for a charging station which could be purchased from Amazon for \$595. Discussion questioned the need for this device versus a power strip as used in the Kona branch. The request was tabled.

Upcoming events: a program for first time home buyers this month; origami crafts for adults next month; children's snail craft out of a CD next month.

Movie night was *Secret Life of Bees*.

Head Librarian Denise Stromberg reports extremely positive feedback from Holualoa fifth graders who came to the library via the Friendly Bus. She presents fund requests for Kona. She needs money for more book plates because of the substantial increase in additional higher level memberships which are recognized by placement of a plate in a book. She would like peel-and-stick logos. Barbara Isley will get a quote.

F.O.L.K. has been paying annual carpet cleaning -- now going on two years since the last time. Ed's Cleaning, who did the work previously, will do it this year for the same price, \$1399 includes tax. MSA

Denise would like to have living plants in the library and has called three plant services. Her recommendation is Living Interiors which submitted a proposal for plants, containers, and weekly service (15 plants total), costing \$124.99 monthly charge including tax. -day cancellation policy. MSA

For a March program Jenn Losalio wants "women in science" fair given that March is Women's History Month. She proposes three one-hour presentations with a \$100 honorarium for each separate speaker (\$300) for March 23rd. MSA

Jenn wants to fund Beat Box Hip Hop Workshop with Mr Beat Box, Neal McIntyre, on March 17 with a \$100 honorarium. First public performance of a Beat Box Hip Hop youth group is planned for July. The Board approved his continued sale of merchandise as well. MSA

The Kona summer reading program is still being developed; Jenn requests 2018 incentives, decorations, promotions, etc not to exceed \$1200 (last year was

\$1010), which includes presenter fees. She must deal with the same issue with regard to the State cutting back on prizes and will need to acquire smaller prizes for local presentation. Denise suggests F.O.L.K. volunteers undertake to solicit business participation in the summer reading program since State employees cannot solicit funds.

The next Board meeting is Tuesday, March 20th at 9:00 a.m. The Secretary will again be absent, this time re-exploring the ruins of Angkor Wat. In addition to Suzanne's absence mid-May to mid-June, Joyce advises she will be absent from March to October.

Meeting adjourned 11:22 a.m.

Respectfully submitted
 ARNE WERCHICK
 Secretary

ATTACHMENTS TO MINUTES:

January Profit & Loss Statement

		Jan 18
F.O.L.K. Profit & Loss January 2018		
11:27 PM 03/07/18 Cash Basis		
Income		
Program Income		
Book Club Donations		30.00
Event Donations		
Seed Exchange	43.73	
Event Donations - Other	129.00	
Total Event Donations		172.73
Total Program Income		202.73
Fundraising Income Taxable		
Inventory Sales		
Lanai Book Sales	1,240.00	
Lobby Book Sales		
Keelakekua	80.65	
Lobby Book Sales - Other	1,490.07	
Total Lobby Book Sales		1,570.72
Merchandise	114.00	
Total Inventory Sales		2,924.72
Total Fundraising Income Taxable		2,924.72
Membership Dues		873.52
Total Income		4,000.77
Gross Profit		4,000.77
Expense		
ADMINISTRATIVE DISBURSEMENTS		
Book Club		251.26
Business Expenses		
Taxes	127.15	
Total Business Expenses		127.15
F.O.L.K. Programs & Events		
Seed Exchange	100.00	
Event	100.00	
Total F.O.L.K. Programs & Events		200.00
Total ADMINISTRATIVE DISBURSEMENTS		578.41
LIBRARY ASSISTANCE		
Equipment		
Keelakekua	52.00	
Total Equipment		52.00
Furnishings		
Kaliua Kona	1,337.34	
Keelakekua	133.92	
Total Furnishings		1,471.26
Library Maintenance		
Kaliua Kona	166.67	
Total Library Maintenance		166.67
Library Programs		
Event		
KK Children's Program	164.31	
Kaliua Kona	100.00	
Total Event		264.31
Total Library Programs		264.31
Materials		
Books	1,000.00	

11:27 PM
02/07/18
Cash Basis

F.O.L.K.
Profit & Loss
January 2018

	Jan 18
Subscriptions	
Kailua Kona	34.00
Total Subscriptions	34.00
Total Materials	1,034.00
Total LIBRARY ASSISTANCE	2,968.24
Total Expense	3,565.65
Net Income	434.12

2017 Annual Financial Report

<u>2017</u>			
<u>INCOME</u>		<u>EXPENSES</u>	
Donations	\$1,895	Administrative Disbursements	
Grant Proceeds	\$9,600	Facebook	\$371
Event and Program donations	\$910	Awards & Grants	\$910
TOTAL Donations	\$12,405	Bank Charges	\$18
Lanai Book Sale	\$10,996	Book Club	\$362
Lobby Book Sales	\$11,318	Business Expenses	\$1,263
Merchandise	\$405	Cost of Sales	\$2,705
Fundraising Income Taxable	\$22,719	Programs & Events	\$7,505
Interest Inc	\$24	Operations	\$162
Membership Dues	\$3,421	Membership	\$386
TOTAL INCOME	\$38,569	Travel	\$32
Investment unrealized gains and losses	\$4,538	Website	\$114
		TOTAL Administrative Disbursement:#####	
		Library Assistance	
		Discretionary Funds	\$885
		Equipment	\$2,491
		Furnishings	\$3,136
		Maintenance	\$3,219
		Events	\$1,832
			\$1,233
		Materials	\$8,929
		Subscriptions	\$535
		Supplies	\$385
		TOTAL Library Assistance	#####
		TOTAL EXPENSES	#####

YOU HAVE BEEN NOTIFIED LIST:

Here is a summary of the specific tasks assigned at this Board meeting.

√ The Secretary was tasked to provide sample language used by other organizations regarding limited tax deductibility.

Joyce Kimball and Mardee Richardson will prepare a paragraph for the next newsletter expressing gratitude to Eleanor Pearson for tremendous volunteer contributions. (e.g., "In our annual newsletter, we inadvertently neglected to

express our profound gratitude to stalwart volunteer Eleanor Pearson”)

Barbara Isley will research actual costs of cooler tote bags and will report back.

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