

# FRIENDS OF THE LIBRARIES, KONA

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

The meeting was called to order at 9:01 by President Pamela Wang. Attending were Board members Shirley David, Suzanne Dmytrenko, Fred Hornbruch, Barbara Isley, Mardee Richardson; librarians Denise Stromberg and Stacy Jeffrey (LA3) for Kealakekua branch.

The minutes of the February 20, 2018 meeting were approved. MSA

Barbara Isley delivered the Treasurer's report. Assets were \$59,057.92 as of end February. The 2017 Audit was completed on March 5, 2018. The February financial report is accepted and is attached to these minutes. MSA

The following clause was approved MSA and will be added by Barbara Isley to section 4.5 of the by-laws:

*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.*

Shirley David reports that the scholarship deadline is the end of April. She has one application. Fred Hornbruch has volunteered to be on the scholarship selection committee. Shirley will also try and get a local school librarian to serve.

On April 5, Shirley was going to attend the Family Literacy Night with librarian Jen Losalio and staff the F.O.L.K. table and give away children's books and our bookmarks. Shirley will be on the mainland, so Suzanne will attend in her place.

Suzanne reports on programs that Lyn Waterhouse has two science programs on the calendar: Hawaii crow reintroduction, program April 3rd and on June 3rd a Keck astronomer discussing remote galaxies. On April 24th, Chet Gardiner and Solomon Choo will perform from 5:30-6:30pm. Suzanne gave librarians Denise and Stacy their DVD's of the February 27th presentation by Maile Melrose on the History of Amy B.H. Greenwell. This program was videotaped by Na Leo and is being aired on their three TV channels, 53, 54 and 55. Na Leo also have this program saved on their website in their video-on-demand section. Suzanne will get the link to the F.O.L.K. hosted programs on the Na Leo website for Joyce to put in her monthly newsletters. She will also send the link to Shirley for Facebook.

CSL Members Meeting - January 27, 2018

10 members were present. Several of those in attendance agreed to "sponsor" a plant.

They will grow the plant, save the seeds and bring them to the Community Seed Library and provide information on their plant.

Programs: We came up with some good ideas for future programs including: Growing tropical fruit (Andrea Kawabata/Ken Love/Brian Lievens), Citrus gardening, butterfly gardening, vernalizing seeds (Gerry Herbert or Nancy Redfeather), controlling animal pests (chickens, etc.), attracting pollinators, growing vanilla (Celeste), astrological gardening, growing natives (Peter VanDyke or Noa Lincoln), Irrigation, Garden lighting

Accessing the CSL Seed Cabinet:

Since we have seen seeds disappear quickly, we decided to somewhat limit access and numbers of packets on each visit.

We will post signs on the cabinet stating that seeds are available to members only. Membership is free and membership forms are available at the cabinet. We also decided that members be allowed to take 5 packets of seeds per visit.

The seed cabinet now contains:

- Herb, vegetable, fruit, flower, tree and native seeds
- Seed saving information
- Envelopes for donating money and seeds
- A binder containing membership forms, seed packets with planting information

A reminder: Seed Sisters meet every Tuesday from 1:30 to 3:30 to maintain the seed cabinet. We inventory and maintain the CSL seed cabinet contents, process donated seeds, pack donated and purchased seeds and update seed and membership information.

Next CSL members meeting: to be scheduled (probably late April)

Bev Stehley absent but the book for March is *Botticelli's Muse* by Dorah Blume.

Barbara Isley reports total income of \$1,266.68 for the March book sale. We are out of tote bags. Pamela found a local artist who can paint our F.O.L.K. logo on canvas bags. The board approved we buy 48 bags at \$7 per bag for a maximum amount of \$336. Feedback from board members who worked the March book sale: Although we didn't have any student volunteers to help close, the folks that helped did a great job and in less than one hour! This is our third month keeping statistics, so Suzanne will be providing a monthly spreadsheet as well as a summary annual report. See attached for March.

Mardee Richardson's membership for February included 373 members, 302 in good standing with 10 new members and 17 renewals. Denise showed the group an old bookmark that had on the back the application for F.O.L.K membership. Mardee will see about getting some bookmarks for National Library week, which is in April. She will also investigate a stamp or labels with the application for F.O.L.K membership that could be put on the back of the 2018 bookmarks we already ordered.

Head Librarian Denise Stromberg reports new live plants have been delivered and look wonderful! Carpets will be cleaned next month. The State Friends of the Libraries is buying a color copy machine for patrons to use. They will be able to pay for copies as well as scan documents. She presents fund requests for Kona. She needs money for 1) Five tee-shirts for our "Page Masters" team to participate in the island-wide Newbery Quiz Bowl, \$150.80 MSA. 2) For Earth Day, April 15<sup>th</sup>, Marsha Hee will present a program on

recycling, \$100 honorarium MSA. 3) Program expenses not to exceed \$200 for April and May MSA. 4) \$110 for supplies from American Library Association for National Library week, MSA.

Stacy Jeffrey will also have Marsha Keys at the Kealakekua library on April 13<sup>th</sup> but no honorarium. She presents fund requests for her Kealakekua. 1) Jana Bogs will be presenting on April 11 on soil nutrition. \$100 honorarium requested, MSA. 2) Book mending supplies, not to exceed \$300, MSA. 3) \$2,000 for books MSA.

The next Board meeting is Tuesday, April 17<sup>th</sup> at 9:00 a.m.

Meeting adjourned 11:00 a.m.

Respectfully submitted  
Suzanne Dmytrenko

ATTACHMENTS TO MINUTES:  
March 10, 2018 Book Sale

Category	Subject- F.O.L.K. Book Categories for Book Sales	Max # Boxes	# Boxes Out	# Boxes Resorted	# Boxes Left	% Boxes Left	# Boxes Sold	% Boxes Sold
1	HAWAIIANA (INDIVIDUALLY PRICED) *	Unlimited	15	10	2	20%	8	80%
2	SPECIAL BOOKS (INDIVIDUALLY PRICED)*	4	9	5	3	60%	2	40%
2A	SEASONAL	4	0	0	0	0%	0	0%
3	AUDIO-VISUAL (CD's)	4	1	0.50	0.25	50%	0	50%
4	CHILDREN/TEENS	Unlimited	14	12	9	75%	3	25%
5A	RECREATION/LEISURE/GAMES	4	0	0	0	0%	0	0%
5B	HOBBIES/CRAFTS	4	2	2	1.00	50%	1	50%
5C	PHOTOGRAPHY	4	1	1.00	0.10	10%	1	90%
5D	FINE ART/MUSIC/DANCE/FILM/THEATRE/TV	4	7	3	2.00	67%	1	33%
5E	SPORTS	4	1	1	0.75	75%	0	25%
5F	TRAVEL/GEOGRAPHY	4	4	3	2.00	67%	1	33%
6A	HOME IMPROVEMENT/DECORATING	4	2	2	2.00	100%	0	0%
6B	GARDENING/PLANTS	4	1	2	1.00	50%	1	50%
7A	HEALTH/MEDICINE	4	3	2.00	1.00	50%	1	50%
7B	NUTRITION/FOOD/COOKBOOKS/DIET	4	3	2	2	75%	1	25%
8A	SCIENCE/ENVIRONMENT/NATURE	4	1	1	0.75	75%	0	25%
8B	ANIMALS/PETS	4	2	1	0.75	75%	0	25%
9A	HISTORY (WORLD/AMERICAN/WARS/POLITICS)	4	4	4	3.00	75%	1	25%
9B	BIOGRAPHY/AUTOBIOGRAPHY/MEMOIRS	4	3	2	1.50	75%	1	25%
10A	PSYCHOLOGY/PHILOSOPHY	4	1	1	0.75	75%	0	25%
10B	SELF-HELP	4	2	1	0.90	90%	0	10%
10C	WOMEN'S ISSUES	4	1	1	0.88	88%	0	13%
10D	PARENTING/CHILD CARE	4	1	1	0.88	88%	0	13%
10E	SEX/EROTICA	4	2	1.00	0.75	75%	0	25%
11A	EDUCATION	4	1.5	1	0.75	75%	0	25%
11B	WRITING/SPEAKING	4	0.5	0.5	0.25	0	0	50%
11C	REFERENCE	4	3	2	1.88	94%	0	6%
11D	FOREIGN LANGUAGE	4	2	2	1.75	88%	0	13%
12A	RELIGION	4	3	2	1.50	75%	1	25%
12B	ASTROLOGY/OCCULT	4	1	0.50	0.25	50%	0	50%
13A	COMPUTER/INTERNET/BUSINESS/FINANCE/ECON	4	1	0.50	0.10	20%	0	80%

Category	Subject- F.O.L.K. Book Categories for Book Sales	Max # Boxes	# Boxes Out	# Boxes Resorted	# Boxes Left	% Boxes Left	# Boxes Sold	% Boxes Sold
13B	NON-FICTION (HARD & SOFT COVER)	4	2	2	1	50%	1	50%
13C	HUMOR	4	2	1	0.50	50%	1	50%
14	CLASSICS/POETRY	4	5	2	1.75	88%	0	13%
15	FICTION (PAPERBACK/SCIFY/FANTASY)	45	45	43	33.00	77%	10	23%
3/10/2018	\$1266.68-Books; \$20-Merch;\$307-Memberships TOTAL	<b>173</b>	<b>146</b>	<b>117</b>	<b>78</b>	<b>67%</b>	<b>38</b>	<b>33%</b>

3/10/2018 Members: 10 New; 17 Renewals  
7:00-8:10 Books on Lanai and Re-stacked with 9 Adults & 2 Student Volunteers  
9:07: 41 customers & 3 children on lanai  
10:00 43 customers on lanai  
11:00: 33 customers on lanai \$648  
12:15: 20 customers on lanai \$892  
1:00-1:30 to break down, 6 Adults & 0 Student Volunteers

### Treasury Report for January and February 2018:

Category	1/1/18 - 1/31/18	2/1/18 - 2/28/18	Total
<b>INCOME</b>	<b>3,999.88</b>	<b>2,663.62</b>	<b>6,663.50</b>
DONATIONS	114	34.21	148.21
- Business	0	34.21	34.21
- - Amazon Smile	0	34.21	34.21
- Individuals	114	0	114
FUNDRAISING INCOME TAXABLE	2,809.83	2,130.78	4,940.61
- Kailua Kona Lobby Sales	1,490.18	1,109.95	2,600.13
- Kealakekua Lobby Sales	80.65	125	205.65
- Lanai Book Sale	1,239.00	895.83	2,134.83
Interest on Savings	0	1.75	1.75
Membership Dues	873.32	413.88	1,287.20
PROGRAM DONATIONS	202.73	83	285.73
- Book Club	30	13	43
- Community Seed Library	43.73	70	113.73
- Events	129	0	129
<b>EXPENSE</b>	<b>-3,438.61</b>	<b>-2,879.76</b>	<b>-6,318.37</b>
ADMINISTRATIVE EXPENSES	0	-15	-15
- Facebook	0	-15	-15
COST OF SALES	0	-312.5	-312.5
- Newspaper Ads	0	-312.5	-312.5
F.O.L.K. EVENTS	-100	0	-100
- Presenters	-100	0	-100
F.O.L.K. PROGRAMS	-351.26	-776.36	-1,127.62
- Book Club	-251.26	-46.09	-297.35
- Books for Babies	0	-140	-140
- Community Seed Library	-100	-340.27	-440.27

	- - Presenters	-100	-100	-200
	- - Seeds	0	-186	-186
	- - Supplies	0	-54.27	-54.27
	- Friendly Bus	0	-250	-250
	LIBRARY ASSISTANCE	-2,987.35	-1,627.81	-4,615.16
	- Books	-1,000.00	0	-1,000.00
	- - Kailua Kona	-1,000.00	0	-1,000.00
	- Discretionary Funds	0	-583.82	-583.82
	- - Kealakekua	0	-583.82	-583.82
	- Equipment	-52	0	-52
	- - Kealakekua	-52	0	-52
	- Furnishings	-1,470.37	0	-1,470.37
	- - Kailua Kona	-1,336.45	0	-1,336.45
	- - Kealakekua	-133.92	0	-133.92
	- Maintenance	-166.67	-303.39	-470.06
	- - Kailua Kona	-166.67	-303.39	-470.06
	- Programs	-264.31	-490.6	-754.91
	- - Kailua Kona Children's Library	-264.31	-125.6	-389.91
	- - Kailua Kona Young Adults Library	0	-15	-15
	- - Programs (Other)	0	-350	-350
	- Subscriptions	-34	-250	-284
	- - Kailua Kona	-34	-250	-284
	MEMBERSHIP EXPENSES	0	-148.09	-148.09
	- Annual Meeting	0	-67.74	-67.74
	- Newsletter	0	-44.8	-44.8
	- Postage	0	-35.55	-35.55
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	TOTAL	561.27	-216.14	345.13