

# FRIENDS OF THE LIBRARIES, KONA

## F.O.L.K. BOARD MEETING MINUTES - April 17, 2018

The meeting was called to order at 9:05 by President Pamela Wang. Attending were Board members Shirley David, Suzanne Dmytrenko, Barbara Isley, Mardee Richardson, Bev Stehley, Lyn Waterhouse, Fred Hornbruch (10:00 a.m.) and Arne Werchick; librarian Jenn Losalio was also present. The minutes of the March 20 meeting as corrected were approved. MSA

President Wang reported that the new canvas tote bags with a large F.O.L.K logo have been produced. Cost per bag is \$7. In the past we have sold totes for \$10, but she suggests we "retail" them at \$14. Bags will have the artist identification and "made in Hawaii" which may help boost sales.

It was agreed that the F.O.L.K. governing documents do not need to be uploaded as part of the website. They remain available for review at the library and are provided to Board members. The Secretary has electronic copies which can be sent to Board members upon request.

Barbara Isley delivered the Treasurer's report; previously circulated e-mail copies are attached to these minutes. Assets were \$60,679.64 as of end of March. The Ameritrade account stood at \$36,921, slightly higher this morning. We received a \$500 donation in March from Joyce and Keith Kimball. The financial report is accepted. MSA Both Barbara Isley and President Wang will be absent for May so anyone needing a check or reimbursement for anticipated expenses need to contact Barbara promptly.

Suzanne Dmytrenko noted that the calabash used for contributions to F.O.L.K has seen better days and displays the gourd, which she made, bearing the F.O.L.K. logo to be used for future contributions at programs. She reports the next program: Chet Gardner and Solomon Chu play music on April 24. Suzanne anticipates being absent beginning in early June.

Lyn Waterhouse has arranged for the preeminent marine biologist for all Hawaiian islands as a May 29 speaker on marine life photography; in lieu of an honorarium F.O.L.K. has agreed to defray the cost of his round trip flight from Honolulu (not to exceed \$200). On June 5 she has arranged for a Keck Observatory astronomer talking about life on other planets. Susan Jarvi Ph.D. will report on latest information regarding rat lung disease on September 11.

Shirley David reports that we have two applicants for F.O.L.K. scholarships, both resident of this island. The deadline for applications is April 30.

President Wang delivers a Ways & Means report. Kealakekua branch book sales generated almost \$150 for the last four weeks.

Mardee Richardson reports on efforts to assign specific volunteers to particular

book sale responsibilities. She notes the care now being taken to position book sale tables to avoid blocking aisles and emergency doors.

She then reports on membership. The membership list now stands at 377, of whom 295 are in in good standing. We have gained 12 new members, 7 joined at the book sale, and we have 18 renewals. There have been four offers to volunteer, two from new members. She sent 21 postcards for March renewals producing 18 renewals, 12 of which paid at March book sale. She has deleted 7 names from the roster (more than one year inactive).

The Board briefly discussed possible recognition of members/donors at higher levels. Consideration will be given to possibly allowing linking part of membership fees over \$100 to earmarks for specific projects to be adopted by Board after the *ad hoc* committee on capital allocation presents its recommendations. The Secretary will re-convene the *ad hoc* committee (consisting of the undersigned, Denise Stromberg, Bev Stehley, Shirley David and Barbara Isley, Ken Guerra, and President Wang *ex officio*) to move forward and report recommendations to the Board. President Wang mentions specific capital needs at the Kealakekua branch such as staff lounge for committee consideration.

Fred Hornbruch is willing to partner with Ken Guerra and help as a backup for Ken for book sales and supervising volunteers. (This cooperation is a noteworthy example of collegiality given that Ken was U.C. Berkeley and Fred Stanford; Congress take note.) We hope to have Ken back in harness for the August book sale and at a Board meeting before then.

Librarian Jenn Losalio reports re both branches. The library has received a generous individual donation of \$1100 accompanying an expression of gratitude because library staff was so helpful. Jenn reports that the Literary Fest at Kealakehe Elementary was well attended; Suzanne represented F.O.L.K.. The students were able to earn a raffle ticket by reciting or reading any poem or nursery rhyme; a few were particularly original by performing a rap poem. F.O.L.K donated two new totes as prizes. The Newberry Quiz Bowl will be held this year in Kealakekua; Jenn's team of four students calling themselves The Page Masters. Kipapa will conduct a May 5 young adult program, last year was costume play (CosPlay); this year an informal variant, and he requests \$40 for prizes. MSA Kipapa also requests funding for incentives for teens for the summer reading program, three \$50 iTunes gift cards since the program theme this year is "Music." MSA Kipapa lastly requests an Amazon card for \$500 for young adult books for replacements and new materials; the State library system only provides book funds for nine months, none for the summer, and this appropriation would be to cover the summer gap. MSA Jenn requests an Amazon card in the amount of \$1000 to purchase children's books for the summer months. MSA Jenn presents a request from Denise Stromberg for \$300 to promote the adult summer reading program. "Libraries Rock" is theme; the money is for promotion and Amazon gift cards (two \$50 and one \$25) in addition to \$1200 previously authorized funding. MSA pending Denise providing more detail as to how this expenditure differs from \$1200 previously appropriated.

The Board briefly discussed how F.O.L.K. and the library might act to promote adult literacy. Past projects were not entirely successful because of the reluctance of adults to come forward to seek help. The topic remains open. President Wang asks if we can look into adding support for additional languages such as Spanish, Marshallese and notes that even our application form for a library card is available only in English.

Bev Stehley notes that the Book Club this month discusses *Before the Fall* by Noah Hawley; next month *Bonesetter's Daughter* by Amy Tan.

Mardee asks whether we want to continue receiving book donations for the pit crew to process during the summer, in which case we need to purge more stock than we did last year. She proposes we have a half-price sale for most books (excluding Hawaiiana and specially priced books) for the May book sale, to be announced after the April sale, to reduce the volume of books taken back to the pit. We also need to publicize the discount offered to teachers (including home school teachers), increasing the number of free books teachers can take from 10 to 30 and continuing the 30% discount on purchase of any additional books. Fred will reach out to the schools to increase awareness of our sale. Fred was also asked to interview volunteers to create a short paragraph to send to Joyce Kimball to feature one or more volunteers in the newsletter each month.

The undersigned reports the NJABCTCC (the monthly travel conversation circle) continues to grow and will meet next on April 28<sup>th</sup>.

The next Board meeting is Tuesday, May 15<sup>th</sup> at 9:00 a.m.

Meeting adjourned 11:02 a.m.

Respectfully submitted  
ARNE WERCHICK  
Secretary

#### ATTACHMENTS TO MINUTES:

Financial: March Profit & Loss Statement

Report: Category  
Summary by  
Month

Category	3/1/18 - 3/31/18	
INCOME	3,353.47	3,353.47
DONATIONS	500	500
- Individuals	500	500

	FUNDRAISING		
	INCOME TAXABLE	2,308.43	2,308.43
	- Kailua Kona		
	Lobby Sales	974.75	974.75
	- Kealakekua		
	Lobby Sales	47	47
	- Lanai Book Sale	1,266.68	1,266.68
	- Merchandise	20	20
	Interest on		
	Savings	1.94	1.94
	Membership Dues	506.1	506.1
	PROGRAM		
	DONATIONS	37	37
	- Community		
	Seed Library	35	35
	- Events	2	2
EXPENSE		-1,399.96	-1,399.96
	ADMINISTRATIVE		
	EXPENSES	-125.09	-125.09
	- EQUIPMENT &		
	SUPPLES	-26.05	-26.05
	- FACEBOOK	-27	-27
	- MEMBERSHIP		
	EXPENSES	-72.04	-72.04
	- - Newsletter	-51.04	-51.04
	- - Postage	-21	-21
	F.O.L.K. EVENTS	-39	-39
	- Presenters	-39	-39
	F.O.L.K.		
	PROGRAMS	-100	-100
	- Community		
	Seed Library	-100	-100
	LIBRARY		
	ASSISTANCE	-1,135.87	-1,135.87
	- Equipment	-33.09	-33.09
	- - Kailua Kona	-33.09	-33.09
	- Events	-200	-200
	- - Kailua Kona	-200	-200
	- Maintenance	-291.66	-291.66
	- - Kailua Kona	-291.66	-291.66
	- Programs	-490.63	-490.63
	- - Kailua Kona	-355.63	-355.63
	Children's Library		
	- - Kailua Kona		
	Young Adults	-25	-25
	Library		
	- - Programs	-110	-110

(Other)

- Supplies	-120.49	-120.49
- - Kailua Kona	-80.81	-80.81
- - Kealakekua	-39.68	-39.68

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TOTAL 1,953.51 1,953.51

### Financial: Category Summary by Month

Report:  
Category  
Summary by  
Month

Category	1/1/18 - 1/31/18	2/1/18 - 2/28/18	3/1/18 - 3/31/18	Total
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INCOME	3,999.88	2,678.17	3,353.47	10,031.52
DONATIONS	114	34.21	500	648.21
- Business	0	34.21	0	34.21
- - Amazon Smile	0	34.21	0	34.21
- Individuals	114	0	500	614
FUNDRAISING INCOME TAXABLE	2,809.83	2,145.33	2,308.43	7,263.59
- Kailua Kona Lobby Sales	1,490.18	1,124.50	974.75	3,589.43
- Kealakekua Lobby Sales	80.65	125	47	252.65
- Lanai Book Sale	1,239.00	895.83	1,266.68	3,401.51
- Merchandise	0	0	20	20
Interest on Savings	0	1.75	1.94	3.69
Membership Dues	873.32	413.88	506.1	1,793.30
PROGRAM DONATIONS	202.73	83	37	322.73
- Book Club	30	13	0	43
- Community Seed Library	43.73	70	35	148.73
- Events	129	0	2	131
EXPENSE	-3,438.61	-2,894.31	-1,399.96	-7,732.88

ADMINISTRATIVE EXPENSES	0	-177.64	-125.09	-302.73
- EQUIPMENT & SUPPLES	0	-14.55	-26.05	-40.6
- FACEBOOK	0	-15	-27	-42
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MEMBERSHIP EXPENSES	0	-148.09	-72.04	-220.13
- - Annual Meeting	0	-67.74	0	-67.74
- - Newsletter	0	-44.8	-51.04	-95.84
- - Postage	0	-35.55	-21	-56.55
COST OF SALES	0	-358.59	0	-358.59
- Newspaper Ads	0	-312.5	0	-312.5
- Printing	0	-46.09	0	-46.09
F.O.L.K. EVENTS	-100	0	-39	-139
- Presenters	-100	0	-39	-139
F.O.L.K. PROGRAMS	-351.26	-730.27	-100	-1,181.53
- Book Club	-251.26	0	0	-251.26
- Books for Babies	0	-140	0	-140
- Community Seed Library	-100	-340.27	-100	-540.27
- -				
Community Seed Library (Other)	0	0	-100	-100
- -				
Presenters	-100	-100	0	-200
- - Seeds	0	-186	0	-186
- - Supplies	0	-54.27	0	-54.27
- Friendly Bus	0	-250	0	-250
LIBRARY ASSISTANCE	-2,987.35	-1,627.81	-1,135.87	-5,751.03
- Books	-1,000.00	0	0	-1,000.00
- - Kailua Kona	-1,000.00	0	0	-1,000.00
-				
Discretionary Funds	0	-583.82	0	-583.82
- -				
Kealakekua	0	-583.82	0	-583.82
- Equipment	-52	0	-33.09	-85.09
- - Kailua	0	0	-33.09	-33.09

Kona					
- -					
Kealakekua	-52	0	0	-52	
- Events	0	0	-200	-200	
- - Kailua					
Kona	0	0	-200	-200	
- Furnishings	-1,470.37	0	0	-1,470.37	
- - Kailua					
Kona	-1,336.45	0	0	-1,336.45	
- -					
Kealakekua	-133.92	0	0	-133.92	
-					
Maintenance	-166.67	-303.39	-291.66	-761.72	
- - Kailua					
Kona	-166.67	-303.39	-291.66	-761.72	
- Programs	-264.31	-490.6	-490.63	-1,245.54	
- - Kailua					
Kona	-264.31	-125.6	-355.63	-745.54	
Children's					
Library					
- - Kailua					
Kona Young	0	-15	-25	-40	
Adults Library					
- -					
Programs	0	-350	-110	-460	
(Other)					
-					
Subscriptions	-34	-250	0	-284	
- - Kailua					
Kona	-34	-250	0	-284	
- Supplies	0	0	-120.49	-120.49	
- - Kailua					
Kona	0	0	-80.81	-80.81	
- -					
Kealakekua	0	0	-39.68	-39.68	
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TOTAL		561.27	-216.14	1,953.51	2,298.64

**YOU HAVE BEEN NOTIFIED LIST:**

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

The Secretary is to reconvene the *ad hoc* committee on capital allocation.

Fred Hornbruch will reach out to the schools to increase awareness of our book sales. Fred was also asked to interview volunteers to create a short paragraph to send to Joyce Kimball to feature one or more volunteers in the newsletter each month.