

FRIENDS OF THE LIBRARIES, KONA

F.O.L.K. BOARD MEETING MINUTES - November 19, 2019

The meeting was called to order at 9:07 by Treasure Barbara Isley in the excused absence of President Pamela Wang and Vice President Shirley David. Secretary Arne Werchick, and Board members Suzanne Dmytrenko, Ken Guerra, Fred Hornbruch III, Joyce Kimball, Donna Monti, and Mardee Richardson. Excused: Lynn Waterhouse. Head librarians Denise Stromberg and Kealakekua LA3 Stacy Bisgard were also present.

The minutes of the October 15th meeting were approved. MSA

Treasurer Barbara Isley reports that as of the end of October our assets total \$32,793.42. We have approximately \$6200 in outstanding unpaid commitments. We sold \$357 in books on E-bay in September. The Ameritrade account at end-October was \$27,274, \$27,568 this morning. October Treasurer's report, circulated by e-mail and attached and is accepted. MSA.

Donna Monti reports that the Book Club reading list for next year has been finalized and announced. Barbara reports that Costco has our Books for Babies books back in stock at \$17 for set of eight should we need any more. To purchase additional books will require a volunteer space for storage. F.O.L.K. gratefully acknowledges a \$1000 donation to Books for Babies from the Elks who have indicated an intention to continue financial support, in addition to the material support they have provided, in the future.

Joyce Kimball reports continuing work on the new web page. For the time being, notwithstanding problems getting live assistance with start-up problems, we will probably stay with MochaHost for now. Joyce will be here until the end of March

Ken Guerra provides a Ways and Means report. The book sale last week produced in excess of \$1290. January 2019 was only sale under \$1000; every one since then well over \$1000. Prices have been raised slightly, but hours of sale were reduced by one this fall. Last week had good volunteer turnout. National Honor Society programs at both Konawaena and Kealakehe High Schools are supplying students for both open and closing. The next lanai sale is December 14th. The Elks sent volunteers to assist last week, as well as a volunteer from Rotary helping with closing.

Both Lois Piciello and Marie Kober who supervises Pit Crew work leaving shortly -- Marie at the end of November and Lois at year end -- so there is a serious need to refill Pit Crew positions. Ken will be gone for for the next two months. Fred Hornbruch met with Kona Bay Books people who are willing to continue working with us and during transition will deliver books for us; Ken estimates that about 90% of total books sold are donated by Kona Bay Books. Fred has been

advertising on Craig's List and other sources looking for volunteers to replace Marie and Lois but without success. Darla Gallacher is working the lobby books now. Stacy Bisgard suggests creating a phone tree serviced by Board members to seek Pit Crew replacements. The undersigned suggested that we are on the edge of the broader issue of whether F.O.L.K. can continue with lanai book sales at this level, depending upon recruiting able volunteers for the amount of work involved. The alternatives: revert to more modest lanai book sales or convert to a professional paid employee system like Maui Friends; it was agreed, however, that the latter would involve a much greater commitment of F.O.L.K. financial support and volunteer time, unlikely under present circumstances. It was suggested that someone could "shadow" Lois until end of year to create a written record of details of what needs to be done.

Ken also reports difficulty with the e-mail book sale volunteers list. Five or six respondents had e-mail problems; many volunteers didn't get notice of the last book sale. Preparation of draft e-mail contact for the next two lanai book sales in Ken's absence was discussed and will be handled by Fred, who will coordinate volunteer responses for December and January sales, working with Joyce.

Ken will confer with Barbara about distribution of gift cards, generated by Eleanor Pearson's volunteer activities, for the holidays.

Suzanne Dmytrenko has sent an events activity report (attached). She is working on a March women in science program. Lynn Waterhouse advised Suzanne that she hopes to be available for our December meeting. Suzanne is looking acquiring portable Bluetooth microphone and speakers for programs. She has confirmed the speakers for science programs for 2020.

Mardee Richardson reports on membership (October data); her report is attached. We had 401 F.O.L.K. members last month, 309 in good standing. There were five new members and two renewals at the last book sale.

Head Librarian Denise Stromberg reports that last Saturday the door lock from the pit (garage) to the workroom broke in the locked position. She had to make a special call to a locksmith, and parts are on order; she expects the State DAGS to pay for the repairs but may need to ask FOLK to pay locksmith and will report next month.

Count week was very successful with lots of volunteers. A total of 1956 people came to library in that one week. Ken and Barbara helped greatly with the volunteer survey. Judy, Denise and Lee VanMatre from Circulation attended Astro Day at Kealakehe High School and set up a pop-up library checking out books on the spot. Denise notes that the HSPLS mobile app allows having one's library card on the phone, eliminating the need to carry the physical library card.

Denise reports that the library hosted a *Coffee With a Cop* which was attended by 26 people and four police officers. The program will be repeated first Wednesday in December 4th from 9-11 and again on January 8th at which time she will decide if continuing throughout the year continues to be worthwhile.

Denise requests approval of an allowance not to exceed \$125 for a library Christmas tree. Patrons have expressed a definite preference for a fresh rather than artificial tree. MSA

Denise also reports that Young Adult Librarian Kipapa Kahelahela would like funds for a *Dungeons and Dragons* youth program in the amount of \$200 for four sessions to pay a Dragon-master. MSA

Kipapa has also submitted a year-end report (attached to these minutes) for the Community Seed Library which now has 326 registered members. The annual request program honoraria for the Seed Library for 2020 in the amount of \$1200 was approved at the Board meeting last month.

The library is committed to presenting a table at HawaiiCon on Sunday, September 27th and will need volunteers to man the table from 9-5. We will discuss this as we get closer in time.

DAGS won't pay for cleaning the high windows and screens above the front entrance to the library; Denise seeks advice who to call to take care of this.

Kealakekua Librarian LA3 Stacy Bisgard reports a good count week as well. She also attended the Club Rehab Health and Wellness program at Hale Halawai, also with a pop-up desk, but is unsure about the future of the program.

She reports being low on discretionary funds. Also the branch will observe its 70th birthday next fall, and staff is planning a party.

She requests funding for a fresh wreath and Christmas tree not to exceed \$125. MSA She requests funding for programming supplies not to exceed \$200 for seven additional programs. MSA

Joyce needs information from each Board member for annual Orchid newsletter. She sets a deadline of December 15th -- Please!

Your Secretary notes that the *NJABCTCC (Not Just Another Book Club Travel Conversation Circle)* meets next Saturday.

Denise adds an additional funding request: Jenn Young, Children s Librarian, requests general programming funds for December 2019 not to exceed \$100. MSA

January 7th is the first regular Board meeting of 2020; January 14th at 10:00 a.m. is the Annual Meeting, with the book club to follow.

The next meeting of the F.O.L.K. Board of Directors is December 17th at 9:00 a.m. Future absences noted: Ken Guerra will away December and January. Donna Monti and Treasurer Barbara Isley Barbara will be away from February 11th to the end of April.

Meeting adjourned 10:58 a.m.

Respectfully submitted
ARNE WERCHICK
Secretary

Reports attached:

Treasurer

Report: Category Summary List

10/1/2019 - 10/31/2019
2 Accounts, 85 Categories

Category	10/1/19 - 10/31/19
INCOME	\$2,375.54
DONATIONS	\$356.82
Donation Sales	\$356.82
FUNDRAISING INCOME TAXABLE	\$1,731.52
Kailua Kona Lobby Sales	\$1,453.33
Kealakekua Lobby Sales	\$198.19
Merchandise	\$80.00
Membership Dues	\$188.00
PROGRAM DONATIONS	\$99.20
Book Club	\$20.00
Community Seed Library	\$44.20
Events	\$35.00
EXPENSE	-\$2,957.14
ADMINISTRATIVE EXPENSES	-\$199.95
MEMBERSHIP EXPENSES	-\$42.90
Postage	-\$42.90
Website	-\$157.05
F.O.L.K. EVENTS	-\$39.00
Supplies	-\$39.00
F.O.L.K. PROGRAMS	-\$867.20
Community Seed Library	-\$42.20
Supplies	-\$42.20
Friendly Bus	-\$825.00
LIBRARY ASSISTANCE	-\$1,850.99
Events	-\$340.73
Kailua Kona	-\$250.00
Kealakekua	-\$90.73
Maintenance	-\$1,174.51
Kailua Kona	-\$1,174.51
Programs	-\$274.12
Kailua Kona Children's Library	-\$274.12
Supplies	-\$61.63
Kailua Kona	-\$61.63
TOTAL	-\$581.60

Membership

October's data for November's Board Meeting

Membership

There were 401 members on our roster this month, of those 309 are members in good standing.

New Members

3 new members this month.

1 of the 3 new members would like to volunteer.

Renewals, Edits, Updates, Issues

29 renewal reminder postcards were mailed out.

There were 5 renewals. Of the 5 renewals, 0 have offered to become a **new** volunteer.

Deletions: 4

Program Chair

Events that have taken place:

Saturday, October 26, 3:00-4:00 - Woody Plaut Musical Group, American Roots

Tuesday, October 29, 5:30-6:30 - Astronomy Talk, Dr. Elena Manjavacas talk on exoplanets (Lynn's event)

Tuesday, November 5, 5:30-6:30 – Woodsong Slack Key Guitar performance by Chris Yeaton

Confirmed upcoming events:

Tuesday December 3 - 5:30-6:30 - Alan Hale - 2nd Annual Christmas Kanikapila

Wednesday, January 8 - 3:30-4:30 - Volcano Talk, Janet Babb Geologist (Lynn's event)

Tuesday, January 28 - 5:30-6:30 - Louist Rio, author to discuss her book *Speed of Light* (Lynn's event)

Tuesday, February 25 - 5:30-6:30 - Marine Life talk by member from Jack's Diving Locker (Lynn's event)

Pending events:

Late March - PISCES - Women in Stars program - Have them return to promote their program for high school girls.

Have 2019 participant to also speak.

Community Seed Library

Programming

Vermicomposting **Pruning Trees and Shrubs** Beneficial Insects and Soil Biology
4th Annual Seed Exchange Growing and Cooking with Culinary Herbs
Natural Prevention of Pests and Diseases Protecting Hawai'i's Native Species
Growing Native Hawaiian Plants **Soil Fertility** Caring for Orchids

- Average attendance at each program: 44 people (10% increase from 2018)
- Average amount of donations/program: \$80. (63% increase from 2018)
- In 2019 we successfully introduced four in-depth, 90-minute workshops (highlighted in **blue** above)
- As of October 31, 2019, CSL has \$305.22 in donations for seed and supply purchases for future purchases in 2019 and carried over into 2020
- We have already created a planned program outline for 2020 (see attachment).

Membership

Currently there are about 326 registered CSL members, an 81% increase from 2018. Members fill out a membership form which elicits the member's email address and programming/seed suggestions. Members are contacted by email about upcoming programs and events and are allowed to take 5 packets of seeds each time they visit the CSL seed cabinet.

CSL Seed Cabinet

The cabinet's inventory is maintained by the CSL Seed Sisters about 1-2 times/month. Without the CSL volunteers, this project would not exist. Currently the cabinet contains:

- Herb, vegetable, fruit, flower, tree and native seeds
- Each seed packet contains a "Seed Saving Tips" insert to encourage seed exchange
- Upcoming programming flyers
- Related handouts for CSL members and library patrons to take
- Seed saving information
- Envelopes for donating money and seeds
- The CSL binder on the cabinet contains:
 - Membership forms
 - Seed packets with planting and other information particular to those seeds
 - Seed saving information

He mahalo nui loa to the FOLK Board members for their continued support of the CSL.