

FRIENDS OF THE LIBRARIES, KONA

F.O.L.K. BOARD MEETING MINUTES - December 17, 2019

The meeting was called to order at 9:00 by President Pamela Wang. Treasure Barbara Isley, Secretary Arne Werchick, and Board members Suzanne Dmytrenko, Fred Hornbruch III, Joyce Kimball, Donna Monti, and Mardee Richardson were present. Excused: Vice President Shirley David, Ken Guerra, Lynn Waterhouse. Head librarian Denise Stromberg and Kealakekua librarian Judy Andrews also were present.

The minutes of the November 19th meeting were approved. MSA

President Wang announced with regret that dedicated Board member Lynn Waterhouse is retiring from the Board. Her invaluable contribution will be greatly missed.

Treasurer Barbara Isley reports that as of the end of November our assets total \$34,137. Lobby sales in November were \$1092. Joyce Kimball requests three new shelves for the lobby. MSA We have approximately \$4600 in outstanding unpaid commitments. The Ameritrade account at end-November was \$27,677, \$27,466 this morning. The November Treasurer's report, circulated by e-mail and attached, is accepted.

Barbara has pursued the question of joining under the Director and Officer Liability policy of Friends of the Library of Hawaii and has been assured the changeover will happen before renewal of our individual policy with a likely saving of at least \$200/year. MSA.

President Wang reports receiving \$3000 from the Jeffrey and Mary Nelson Endowment Fund and a \$200 contribution from Marie Kober. Barbara will notify future donors in the letter used to thank them for donations that we want to thank our donors in our newsletter unless they request anonymity.

Barbara prepared a summary for inclusion in the annual report of the assistance F.O.L.K. has provided to the libraries over the past ten years for inclusion in the annual report, but the total is \$309,315!

Suzanne Dmytrenko presented her events activity report (attached). She also submitted details of the proceeds of the last lanai book sale of the year last week (attached). She has investigated sound systems for use with our programs and demonstrates a highly recommended microphone and speaker system loaned by a friend of Head Librarian Denise Stromberg. Musicians generally bring their own sound equipment but not other presenters, and some speakers, being more soft-spoken, have had some difficulty being heard by the audience. The Anchor Audio System is completely Bluetooth and wireless, with very light rechargeable speakers operating for more than six hours (The portable microphone has an independent volume control), and the system comes with a headset and a lapel

mike. With the two speaker system, volume can be controlled independently. The cost for two speakers is \$2067; for the system with one speaker \$1290, plus \$155 for shipping the system. It is possible to buy the system with one speaker and add a second later (with an additional shipping charge). Moved that F.O.L.K. buy the one-speaker system, not to exceed \$1500 total, inclusive of tax and shipping. MSA

Regarding how we will proceed without Lynn Waterhouse arranging science programs, Suzanne is speaking to a prospect to assist with future programs and will pursue the search.

Donna Monti reports that we have not tracked how many new parent recipients of Books for Babies are using their included "coupon" for a discount at a F.O.L.K. lanai book sale. She suggests we switch to a harder card stock and purchased 400 for a nominal cost; in the future she will add our QR code which would link to a calendar of book sale dates. Tomorrow she is having an informal gathering of a few Board members to prepare the next round of books.

Regarding the 2020 Book Club, the list of new titles has been circulated. Some dates need a volunteer discussion leader. The book selection today is *Fascism* by Madeleine Albright.

Joyce Kimball reports that our new website host, MochaHost, finally seems to be working properly so no immediate change is contemplated. She still needs submissions from some Board members for the Orchid annual.

In Ken Guerra's absence, Barbara reports \$1104 income from the most recent lanai book sale, noting there were about \$75 in discounts. Putting out fewer boxes of books doesn't seem to decrease total sales, based on an analysis of the past two years sales data. Raising prices has had the biggest positive effect.

Fred Hornbruch is meeting with a prospective volunteer today to help with lobby and lanai sales to replace Marie Kober and Lois Piciello who have both retired. There has been no response to his Craig's List or newsletter requests for help. Fred has met with Lois and with the used book supplier to familiarize himself with the system. The book store manager confirms they want to continue supplying books rather than simply recycling them. F.O.L.K. member Darla Gallacher has kindly agreed to take over lobby book sale duties.

Mardee Richardson reports on membership (November data, report 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.

Kealakekua Librarian Judy Andrews reports the library branch is fully staffed for the first time in years. Almost 3000 people have attended programs this year. The Summer Reading Program has been a special success, with 195 programs June and July and 547 participants! She expressed much gratitude for F.O.L.K. support. She has no requests for funds this month.

President Wang notes that Kealakekua lobby sales were \$102 this month.

Head Librarian Denise Stromberg reports very positive reactions to the Christmas tree. Kipapa Kahelahela, youth librarian, wants to order materials for next year's Summer Reading Program, not to exceed \$350 (one program). MSA Denise also reports that Jenn Losario, children's librarian, also has a request for the Summer Reading Program for \$1500 (probably six programs). MSA Jenn also proposes an annual children's budget for 2020 (excluding the aforesaid Summer Reading Program) not to exceed \$1500. MSA

Denise announces that she will be retiring next year, and her last day is February 29th coinciding with the Kona branch birthday party. She explains the state process for hiring a successor.

She reports that "Coffee with a Cop" was very successful, with 26 people attending in November and 10 in December. It is pointed out that West Hawaii Today made a mess of the second program announcement, advertising it running from 7:00 - 9:00 a.m. which probably explains the reduced December attendance.

President Wang raises questions for planning for next year. The interior live plant program cost \$1880 this year. Moved to renew for another year. MSA

Our membership application form has a "patron" category for \$500. Moved to add "Patron" to the standing rules. MSA

The Standing Rules and Appropriations are otherwise approved as is for next year, except there will be no allocation of \$225 for supplies for the Community Seed Library. MSA

President Wang reports she distributed the gift cards to volunteers who had put in the most hours; the remaining gift cards are for the Pit Crew. January 7th is the next meeting of the F.O.L.K. Board of Directors and the first regular Board meeting of 2020; January 14th at 10:00 a.m. is the Annual Meeting, with the book club to follow.

Future absences noted: Ken Guerra will still be away January; Mardee also will be absent. Treasurer Barbara Isley Barbara will be away from February 11th to the end of April. The undersigned will be absent in May.

Mardee notes our supply of book bags has been almost completely depleted. Moved to appropriate up to \$500 to purchase an additional 50 book bags. MSA

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 Report

November's data for December's Board Meeting

Book Sale

Revenue from Lanai Sale: 1,296.

Revenue from new and renewal memberships @ book sale: \$127

Merchandise sold @ book sale: 0 didn't take it out

Teachers/Literacy Programs: 9

FOLK Members who shopped: 19

Membership

There were 399 members on our roster this month, of those 309 are members in good standing.

Program Chair

Since our last meeting we held the following events:

Tuesday, October 29 5:30-6:30 - Astronomy Talk (Lynn's Event)

Dr. Elena Manjavacas discussed about the search for planets outside our solar system.

Tuesday, November 5 5:30-6:30 - Woodsong Musical, Chris Yeaton slack key guitarist

Tuesday, December 3 5:30-6:30 - Christmas Kanikapila

Upcoming:

Wednesday, January 8 3:30-4:30 - Brian Shiro, Geologist Talk on Living with Earthquakes in Hawaii (Lynn's Event)

Tuesday, January 28 5:30-6:30 - Louise Riofrio talk on her book *The Speed of Light* (Lynn's Event)

Saturday, February 22 3:00-4:00 - William Hunt and Erica Ward Violin Performance

Tuesday, February 25 5:30-6:30 - Marine Life Talk- Jack's Diving Locker (Lynn's Event)

Tuesday, March 24 5:30-6:30 - Boyd Bond Life of Prince Kuhio (Have Na Leo Videotape)

Saturday, April 18 3:00-4:00 - Clear Englebert on Bedroom Feng Shui

Tuesday, April 28 5:30-6:30 - STARRS Presentation on Women in Astronomy by PISCES (Pacific International Space Center for Exploration Systems)

December 14 Book Sale Report

| 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 |
|--|--|---|-------------|------------------|---------------|--------------|--------------|--------------|
| 3 | AUDIO-VISUAL (CD's) | 4 | 3 | 3 | 2.0 | 67% | 1 | 33% |
| 4 | CHILDREN/TEENS | 10 | 19 | 12 | 9.0 | 75% | 3 | 25% |
| 5A | RECREATION/LEISURE/GAMES | 4 | 2 | 2 | 1.00 | 50% | 1 | 50% |
| 5B | HOBBIES/CRAFTS | 4 | 2 | 2 | 1.50 | 75% | 1 | 25% |
| 5C | PHOTOGRAPHY | 4 | 2 | 2.0 | 1.5 | 75% | 1 | 25% |
| 5D | FINE ART/MUSIC/DANCE/FILM/THEATRE/TV | 4 | 1 | 1 | 1 | 50% | 1 | 50% |
| 5E | SPORTS | 4 | 1 | 1 | 1.0 | 100% | 0 | 0% |
| 5F | TRAVEL/GEOGRAPHY | 4 | 2 | 2 | 1.75 | 88% | 0 | 13% |
| 6A | HOME IMPROVEMENT/DECORATING | 4 | 1 | 1 | 1.0 | 0% | 0 | 0% |
| 6B | GARDENING/PLANTS | 4 | 1 | 1 | 1 | 0% | 0 | 0% |
| 7A | HEALTH/MEDICINE | 4 | 1 | 1 | 1.0 | 100% | 0 | 0% |
| 7B | NUTRITION/FOOD/COOKBOOKS/DIET | 4 | 3 | 3 | 3 | 100% | 0 | 0% |
| 8A | SCIENCE/ENVIRONMENT/NATURE | 4 | 0.5 | 0.5 | 0.25 | 50% | 0 | 50% |
| 8B | ANIMALS/PETS | 4 | 0.5 | 0.5 | 0.25 | 50% | 0 | 50% |
| 9A | HISTORY (WORLD/AMERICAN/WARS/POLITICS) | 4 | 4 | 4 | 3.0 | 75% | 1 | 25% |
| 9B | BIOGRAPHY/AUTOBIOGRAPHY/MEMOIRS | 4 | 5 | 5 | 2.0 | 40% | 3 | 60% |
| 10A | PSYCHOLOGY/PHILOSOPHY | 4 | 0 | 0 | 0.0 | 0% | 0 | 0% |
| 10B | SELF-HELP | 4 | 0.5 | 0.5 | 0.50 | 100% | 0 | 0% |
| 10C | WOMEN'S ISSUES | 4 | 0.5 | 0.5 | 0.50 | 100% | 0 | 0% |
| 10D | PARENTING/CHILD CARE | 4 | 0.5 | 0.5 | 0.25 | 50% | 0 | 50% |
| 10E | SEX/EROTICA | 4 | 0 | 0 | 0 | 0% | 0 | 0% |
| 11A | EDUCATION | 4 | 0 | 0 | 0 | 0% | 0 | 0% |
| 11B | WRITING/SPEAKING | 4 | 0 | 0 | 0.0 | 0% | 0 | 0% |
| 11C | REFERENCE | 4 | 1 | 1 | 1.00 | 100% | 0 | 0% |
| 11D | FOREIGN LANGUAGE | 4 | 1.5 | 1.5 | 1.25 | 83% | 0 | 17% |
| 12A | RELIGION | 4 | 1.5 | 1.5 | 1.0 | 67% | 1 | 33% |
| 12B | ASTROLOGY/OCCULT | 4 | 1 | 1 | 0.5 | 50% | 1 | 50% |
| 13A | COMPUTER/INTERNET/BUS/FINANCE/ECON | 4 | 0.5 | 0.50 | 0.25 | 50% | 0 | 50% |
| 13B | NON-FICTION (HARD & SOFT COVER) | 4 | 1 | 1 | 0.75 | 75% | 0 | 25% |
| 13C | HUMOR | 4 | 1 | 1 | 0.50 | 50% | 1 | 50% |
| 14 | CLASSICS/POETRY | 4 | 6 | 6 | 5.50 | 92% | 1 | 8% |
| 15 | FICTION (PAPERBACK/SCIFY/FANTASY) | 20 | 40 | 39 | 32 | 82% | 7 | 18% |
| | Dec 14, 2019: \$1,104.00-Sales, Memberships \$139 | 173 | 142 | 133.5 | 105.25 | 79% | 28.25 | 21% |
| Opening: 7 adults, 5 students | | 5-Educators got the 10 free | | | | | | |
| Memberships: 5-New, 3-Renewals, 0-Totes for \$0 | | Opening/Closing: Opening 7-8:30; Closing 12-12:20 | | | | | | |
| Board Members Present: 5 | | Boxes Out: Few Fiction paperbacks kept in pit so all books displayed on tables | | | | | | |

