

FRIENDS OF THE LIBRARIES, KONA

F.O.L.K. BOARD MEETING MINUTES - April 21, 2020

The meeting, conducted via Zoom video conference, was called to order at 9:20 by President Wang. In attendance were Vice President Shirley David, Treasurer Barbara Isley, Secretary Arne Werchick, and Board members Suzanne Dmytrenko, Ken Guerra, Fred Hornbruch III, Joyce Kimball, John Kitchen, Donna Monti, and Mardee Richardson. Librarians Chezlani Casar and Judy Andrews also were present.

Treasurer Barbara Isley previously submitted an e-mail reports which are attached, and upon motion both February and March were accepted. MSA As of this morning, F.O.L.K. has \$5599 in the checking account; this sum should be sufficient until we have to write checks for 2020-2021 scholarships. The Ameritrade account stood at \$22,084 at the end of March, \$23,041 this morning. Currently the only continuing expense is \$176/mo for the outdoor gardener.

Librarian Chezlani Casar reported on the condition of the Kona branch; the building itself is very clean. She has been looking into whether it is possible to reopen the drive-through window and hopes to do so as soon as government allows. No hiring is possible, so no janitor replacement has been engaged. There are no deliveries accepted for the present. Book drops are closed for returning books until the library is able to reopen.

Librarian Judy Andrews reports similarly for Kealahou. Librarians visit the branches on Monday, Wednesday and Friday, at Kealahou with the substitute janitor working at library. The branch is in great order. There is no way to handle patron orders for books.

President Wang reports that Librarian Kipapa Kahelahela has requested a 12-pak of clear stands for desk-top fliers, up to \$75. MSA

Ken Guerra reported on Ways & Means (March 14 e-mail report is attached). Don Rey, pit crew member, 91 years of age, has died. He was the volunteer who put packages together for the Haulers and worked tirelessly as a volunteer. The Board gratefully acknowledges his long contribution. The Pit Crew sent a card to his sister who lives on-island.

We are probably looking at August for the next lanai book sale at the earliest; lobby sales will be on-going when volunteers (and the public) are permitted to enter the building. Otherwise we are in a holding pattern. Ken is staying in touch with the volunteers, all of whom are eager to get back to work.

Mardee Richardson questions if the initial library re-opening will limit numbers in the building at any time, and Chezlani says it is probable. Mardee asks if we

could enlist F.O.L.K. volunteers to monitor entry numbers. She also thinks it will be important to keep the lobby shelves filled with sale books at time of re-opening because people probably will be hungry for additional books. She previously reported on membership (reports for February and March attached).

Shirley has been receiving information by e-mail and working on scholarships. An issue with website dealing with scholarship information has been fixed. The deadline for applications is May 15, announcement of awards on June 10. Fred Hornbruch and Suzanne Dmytrenko volunteered to be on the scholarship committee.

Mardee asks whoever is picking up mail to please scan and email to her any memberships.

President Wang reports 32 plants in the library now (Chezlani says all still alive). The \$150/month to Cathy at Living Interiors is not being charged while the library is closed. The Board is unanimous in desiring to continue the \$1800/year contract and Pamela will advise Living Interiors of our intention to renew.

Shirley thanks Joyce Kimball for her generous \$1000 grant to the scholarship program.

Donna Monti reports the Book Club has agreed just to push back the schedule until we reopen and is not sure if the Club will decide to change the selected readings or order. For now she has books for the next six months but cannot distribute them. The Books for Babies program is on hold, and she has discussed this with Bev Stehley.

Mardee suggests we put an item in the F.O.L.K. newsletter re the need for membership renewals which come due while the library remains closed. The undersigned is delegated to draft proposed language and get it to Pamela, Mardee, and Joyce before the end of month. The text will mention ongoing costs for subscriptions, scholarships, the Books for Babies program, and the absence of book sales until we re-open as reasons people -- if they are able -- should renew memberships. Chezlani confirms she has ordered two new books for sustaining members and will send the titles to Mardee. Mardee notes that *Arnelio the Magician*, who has performed at F.O.L.K. programs, has joined at the sustaining level.

The next meeting of the F.O.L.K. Board of Directors will be May 19th at 9:00 a.m. at the library if open or resume at 9:30 a.m. with Zoom once again.

Respectfully submitted
ARNE WERCHICK
Secretary

Reports attached:

Treasurer's Reports

ACCOUNT SUMMARY
Month ending: February, 2020

Checking:	\$ 6,615
Savings:	50
TD Ameritrade:	25,946

\$ 32,611

Grant Balances:	
Crane	\$ 523
ELKS	645

\$ 1,168

Unpaid Visa charges and checks:	\$ 1,986
Approved, not yet purchased:	\$ 5,877
<u>Ongoing:</u>	
Maintenance	\$ 2,600
Discretionary Funds	\$ 1,855
Presenters	\$ 3,250
Living Interiors	\$ 1,880
Scholarships	\$ 6,000

\$23,448

Report: Accounts Summary Copy

2/1/2020 - 2/29/2020
2 Accounts, 87 Categories

Category

SHARE DRAFT CHECKING

INCOME	\$2,405.18
DONATIONS & GRANTS	\$17.92
Amazon Smile	\$17.92
FUNDRAISING INCOME TAXABLE	\$1,810.91
Kailua Kona Lobby Sales	\$699.80
Kealakekua Lobby Sales	\$135.55
Lanai Book Sale	\$975.56
Membership Dues	\$435.70
PROGRAM DONATIONS	\$140.65
Book Club	\$10.00
Community Seed Library	\$130.65
EXPENSE	-\$2,720.64
ADMINISTRATIVE EXPENSES	-\$23.49
EQUIPMENT & SUPPLIES	\$0.00
MEMBERSHIP EXPENSES	-\$23.49
Newsletter	-\$4.19
Postage	-\$19.30
COST OF SALES	-\$306.45
Ebay/PayPal expenses	-\$46.45
Merchandise	-\$260.00
F.O.L.K. PROGRAMS	-\$232.83
Book Club	-\$37.45
Community Seed Library	-\$195.38
Presenters	-\$150.00
Supplies	-\$45.38
LIBRARY ASSISTANCE	-\$2,156.26
Books	-\$1,750.00
Kailua Kona	-\$1,750.00
Events	-\$30.00
Kailua Kona	-\$30.00
Maintenance	-\$175.89
Kailua Kona	-\$175.89
Programs	-\$179.44
Kailua Kona Children's Library	-\$130.70
Kealakekua Crafts Program	-\$48.74
Subscriptions	-\$20.93
Kealakekua	-\$20.93
Taxes	-\$1.61
State Tax	-\$1.61
TOTAL	-\$315.46

ACCOUNT SUMMARY
Month ending: March, 2020

Checking:	\$ 5,081
Savings:	50
TD Ameritrade:	22,084

\$ 27,215

Grant Balances:

Crane	\$ 523
ELKS	645

\$ 1,168

Unpaid Visa charges and checks:	\$ 1,714
Approved, not yet purchased:	\$ 5,696
<u>Ongoing:</u>	
Maintenance	\$ 2287
Discretionary Funds	\$1,855
Presenters	\$ 2,700
Living Interiors	\$ 1,880
Scholarships	\$ 6,000

\$22,132

Report: Accounts Summary Copy

3/1/2020 - 3/31/2020
2 Accounts, 87 Categories

Category

SHARE DRAFT CHECKING

INCOME	\$2,393.79
FUNDRAISING INCOME TAXABLE	\$1,902.79
Kailua Kona Lobby Sales	\$869.24
Kealakekua Lobby Sales	\$192.55
Lanai Book Sale	\$835.00
Merchandise	\$6.00
Membership Dues	\$348.00
PROGRAM DONATIONS	\$143.00
Book Club	\$0.00
Community Seed Library	\$54.00
Events	\$89.00
EXPENSE	-\$4,013.41
ADMINISTRATIVE EXPENSES	-\$669.91
Assistance to Individuals	-\$19.91
INSURANCE	-\$650.00
COST OF SALES	-\$3.85
Ebay/PayPal expenses	-\$3.85
F.O.L.K. EVENTS	-\$200.00
Presenters	-\$200.00
F.O.L.K. PROGRAMS	-\$112.25
Community Seed Library	-\$112.25
Presenters	-\$100.00
Seeds	-\$12.25
LIBRARY ASSISTANCE	-\$3,027.40
Events	-\$931.61
Kailua Kona	-\$831.61
Kealakekua	-\$100.00
Furnishings	-\$7.84
Kailua Kona	-\$7.84
Maintenance	-\$1,856.85
Kailua Kona	-\$1,856.85
Programs	-\$200.68
Kailua Kona Children's Library	-\$119.69
Kailua Kona Summer Reading	-\$61.00
Kailua Kona Young Adults Library	-\$19.99
Subscriptions	-\$30.42
Kailua Kona	-\$19.95
Kealakekua	-\$10.47
TOTAL	-\$1,619.62

Ways & Means - March 14 Book Sale

This is the first time in my ten years of working book sales that we were rained on. Thanks everyone for staying the course, the mopping, the shifting of tables to avoid the wet, water catchment and containment around the tent. And despite the weather and the virus, we had a good turnout:

- 25 volunteers of which 4 were Board members plus 2 Konawaena students and 5 Elks
- \$835.00 in book sales
- 1 renewed membership for \$10.00

- monthly earnings for Kealakekua of \$192.50
- Kona lobby book sales have been averaging about \$175.00/week
- Next Lanai Sale is April 11

Membership Report

February's data for March Board Meeting

Book Sale

Revenue from February Lanai Sale: \$975 with 85 boxes of books resorted for sale and 65 boxes returned.

Revenue from 13 new and 7 renewal memberships @ book sale: \$358

Merchandise sold @ book sale: 0

Teachers/Literacy Programs: 8

Thirteen new members, seven renewals.

Membership

There were 407 members on our roster this month, of those 294 are members in good standing.

New Members

I believe this was a record-setting month for new memberships as well as renewing memberships received.

22 new members this month.

1 of the 22 new members would like to volunteer

Renewals, Edits, Updates, Issues

30 renewal reminder postcards were mailed out.

There were **21** renewals. Of the 21 renewals, 1 has offered to become a **new** volunteer.

Membership Report

March's data for April's Board Meeting

Book Sale

Revenue from March Lanai Sale: \$835 with 87 boxes of books resorted for sale and 68 boxes returned.

Revenue from 0 new and 1 renewal memberships @ book sale: \$10

Merchandise sold @ book sale: 0

Teachers/Literacy Programs: 6 with 2 offering to volunteer: Rob Dahlke and Kealakehe HS

Spanish teacher, Natalie Lalagos. natalie.lalagos@gmail.com

Zero new members, one renewal.

Membership

There were 397 members on our roster this month, of those 303 are members in good standing.

New Members

2 new members this month.

0 of the 2 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 has offered to become a **new** volunteer.

CSL Quarterly Report to FOLK/January-March, 2020

- **January 4 Program: Amy Greenwell Garden Update with Maile Melrose.** Attendance was 35 people, donations totaled \$15.00.
- **January 7: Supply purchase:** Small seed packaging envelopes and labels;

\$45.38.

- **January 15: Seed purchase:** UH Seeds; \$16.50.
- **January 22: Seed purchase:** Baker Creek, mixed seeds; \$40.50.
- **January 22: Seed purchase:** Johnny's Seeds, mixed seeds; \$13.89
- **January 30: Donation in lobby sales box;** \$3.00
- **February 1 Program: In-depth Gardening Workshop: Tropical Plants Identification with Diana Duff.** Attendance was 59 people, donations totaled \$120.00.
- **February 5: Donation in lobby sales box;** \$.65
- **February 8: Donation in lobby sales box;** \$10.00.
- **February 26: Seed purchase:** Baker Creek, mixed seeds; \$12.25.
- **March 7 Program: Big Island Beekeepers Association.** Attendance was 29 people, donations totaled \$20.00.
- **March 17: Donation in lobby sales box;** \$14.00.
- **Current remaining donations balance for the purchase of seeds and office supplies: \$336.11.** See attached spreadsheet.

Upcoming programs/events:

- All Hawai'i public libraries closed temporarily from March 18 to March 31, 2020 due to COVID-19.
 - Scheduled April 4 program, Organic Prevention and Control of Plant Pests by Micah Barker, was canceled.
 - 2nd quarter scheduled CSL programs that are temporarily postponed:
 - Organic Prevention of Plant Pests; April 4
 - Bamboo; May 5
 - Organic Matters; June 6

Kīpapa Kāhelahela/CSL Developer and Community Liaison

Mahalo nui loa to FOLK for their steadfast generous support of the Community Seed Library!

CSL 2020 Budget and Activity Report

<u>Activity Date</u>	<u>Program/Activity</u>	<u>Honoraria</u>	<u>Attendance</u>	<u>Donations</u>	<u>Seed Expense</u>	<u>Supply Expense</u>	<u>Seed and Supplies Fund Balance</u>	<u>Misc. Notes</u>
	* in-depth gardening workshop						\$ 281.98	Rollover from 2019 donations
1/4/2020	Amy Greenwell Garden w/ Maile Melrose	\$ 100.00	35	\$ 15.00			\$ 296.98	FOLK Calabash donations
1/7/2020	Office supply purchase					\$ 45.38	\$ 251.60	Amazon FOLK visa; seed envelopes and labels
1/15/2020	Seed purchase				\$ 16.50		\$ 235.10	UH Seeds/Linda Albers
1/22/2020	Seed purchase				\$ 40.50		\$ 194.60	Bakercreek seeds
	Seed purchase				\$ 13.89		\$ 180.71	Johnny's seeds
1/30/2020	Donations			\$ 3.00			\$ 183.71	Lobby sales box
2/1/2020	Tropical Plants Identification w/ Diana Duff; IDGW*	\$ 150.00	59	\$ 120.00			\$ 303.71	FOLK Calabash donations
2/5/2020	Donations			0.65			\$ 304.36	Lobby sales box
2/8/2020	Donations			\$ 10.00			\$ 314.36	Lobby sales box
2/26/2020	Seed purchase				\$ 12.25		\$ 302.11	Bakercreek
3/7/2020	Beekeeping and Bees w/ Big Island Beekeepers Association	\$ 100.00	29	\$ 20.00			\$ 322.11	FOLK Calabash donations
3/17/2020	Donations			\$ 14.00			\$ 336.11	Lobby sales box