

FRIENDS OF THE LIBRARIES, KONA

F.O.L.K. BOARD MEETING MINUTES – August 18, 2021

The August 18, 2021, meeting, held via Zoom video conference, in the excused absence of President Pamela Wang was called to order at 10:00 by Vice President, Shirley David. In attendance were Treasurer Barbara Isley, Secretary Arne Werchick, and Board members Ken Guerra, Fred Hornbruch III, Joyce Kimball, Suzanne Dmytrenko, Mardee Richardson. Staff: Kailua Kona branch manager Katy Tipton; Kealahakua Library Technician V Michele Kenney. Also excused: Bev Stehley. Guest: Trish McGraw, introduced by Fred Hornbruch.

The minutes of July 20, 2021, meeting were approved. MSA.

Treasurer's Report (see reports attached). Barbara Isley reports that as of the end of July net worth was \$36,169. This morning the Ameritrade account was up \$893. We spent a little over \$1600 on summer reading of the allotted \$2000. We have received a donation of \$200 for each branch from new sustaining members. Treasurer's report accepted. MSA

VP/Historian/Scholarships: Shirley David introduces the proposal to create *the Arne & Ruth Werchick MLIS Scholarship Fund*, a \$6000 scholarship in the amount of \$6000, funded by an annual contribution from the Arne & Ruth Werchick Charitable Fund, to be awarded annually by F.O.L.K. to a MLIS masters degree candidate. Approved by the Board. MSA.

Programs: John Kitchen reports Rotary has one Little Library box ready to install at Old Airport. Suzanne suggests a little library at the Humane Society Dog Park. Mardee also suggests a site on the Ane Keohokalole Highway walkway; Shirley notes, however, that this would involve the County; Michele Kenney suggested Higashihara Park. Fred's team is ready on distribution of books to new Little Library installations. Denny's has added a book shelf in their lobby. Fred is supplying Denny's every week; books are moving very quickly.

Suzanne Dmytrenko reports still no in-person programming. Discussion of of the new library ukulele lending program which will operate through Facebook and inaugurates next Wednesday Aug 25th.00

Community Seed Library: Shirley briefs Katy Tipton on the history of the CSL, brought to us by Kipapa Kahelahela who learned about the idea at a library in Monterey.

Book Club/Activities: Bev Stehley is away; the book club is on hiatus until in-person meetings are permitted.

Publicity/Newsletter: John Kitchen is working on an interview with Katy Tipton for the newsletter; John Kitchen will be submitting information about the new branch manager to West Hawaii Today.

The topic of recognition of premium level F.O.L.K. membership in the Newsletter is revisited. Joyce Kimball explains that some formatting is very difficult to transfer into the newsletter; she can deal with .doc Word documents, but has trouble with .pdfs or other photo documents which required editing. Motion to recognize premium membership levels in each monthly newsletter as was done before. MSA

Ways and Means: Ken Guerra reports we have reduced one storage locker, now down to two. We have been making big inroads sorting through donations. Mardee is keeping track of books selling in the lobby. Barbara reports July book sales were \$344. Lower traffic seems to be translating into lower sales. The used book store is having problems moving into new location and may not be relocated until December; they are still donating many books to F.O.L.K.

The state library is storing electronic equipment awaiting decommissioning in the Kailua Kona Pit. Once the decommissioning process is complete, the IT equipment will need to be moved to Hilo for disposition. F.O.L.K. may need to provide funding to rent a truck etc to get it moved. In the future there will continue to be active IT equipment in the Pit so we may need to revise shelving there.

Outreach/ At Large: Fred Hornbruch reports he and Suzanne, Mardee, and volunteer Trish McGraw have been working with Kaipō to continue to thin the volume of stored books. Poi Dog Deli and Denny's are both running through lots of books, and Fred has been supplying them once a week. Shirley reports QuickLube would be interested in books donations while customers wait.

Membership (report attached) Mardee reports we got two new members in July; one made a \$500 donation in addition to joining for two years. Total membership is now 297, of which 212 are current with dues. Mardee keeps names on the roster for one year after membership expiration date.

Kailua Kona: Katy Tipton has no new money requests -- yet. The air conditioning is improved but still needs work; she rates it as "bearable." She is hoping for a new air conditioner in December. She reports discussions about possibly enclosing the lanai to create meeting space and increase security. This would be a major project.

Kealakekua: Michele Kenney reports carpet cleaning will be done on Friday. They have been doing "Take-And-Make" kits using existing supplies. She has a request for supplies. The branch is short on bookends and needs new graphic novel stickers and label protectors. The Demco shopping cart is \$370 without shipping; Library Assistant III Stacy Bisgard apparently can arrange through family to have the supplies shipped or delivered to Kona. Motion to appropriate funds not to exceed \$400. MSA

Staff is still looking into creating a staff lunch room; Stacy has been looking into cost of building a platform. She is hoping for staff volunteer help to create the space. Stacy's husband will donate the labor. Materials cost estimate is \$1419.83 with cement blocks, a plastic barrier, tongue and groove flooring. Not to exceed \$1500. MSA

Judy Andrews and Stacy Bisgard are taking a course today to qualify as U.S. Passport providers so the branch can offer that service.

Old Business:

None.

New Business:

None.

Next Meeting: September 21, 2021, 10:00 am via Zoom. Mardee will be absent.

Meeting Adjourned: 12:06 p.m.

Respectfully submitted
ARNE WERCHICK,
Secretary

Reports attached:

Membership Report

July's data for August's Board Meeting

Membership

There were 297 members on our roster this month, of those 212 are members in good standing.

New Members – 2

Renewals, Edits, Updates, Issues

26 renewal reminder postcards were prepped and sent. **5 renewals** were received.

Friends: no new submissions

In Memoriam – Don Wray

Tote Bag Inventory – approx. 70+ bags available in original shipping box in the library workroom

Deletions - 3

Treasurer's Reports:

Report: Accounts Summary Copy 2

Last Month: 7/1/2021 - 7/31/2021
2 Accounts, 87 Categories

Category

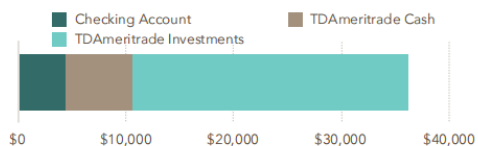
SHARE DRAFT CHECKING

INCOME	\$801.08
DONATIONS & GRANTS	\$250.00
Individuals	\$250.00
FUNDRAISING INCOME TAXABLE	\$402.08
Ebay Sale	\$58.08
Kailua Kona Lobby Sales	\$344.00
Membership Dues	\$149.00
EXPENSE	-\$1,814.12
ADMINISTRATIVE EXPENSES	-\$63.04
EQUIPMENT & SUPPLIES	-\$16.74
MEMBERSHIP EXPENSES	-\$46.30
Postage	-\$46.30
COST OF SALES	-\$56.49
Ebay/PayPal expenses	-\$56.49
LIBRARY ASSISTANCE	-\$1,651.13
Books	\$20.61
Kealakekua	\$20.61
Maintenance	-\$380.08
Kailua Kona	-\$380.08
Programs	-\$991.12
Kailua Kona Children's Library	-\$29.16
Kailua Kona Summer Reading	-\$605.00
Kailua Kona Young Adults Library	\$50.00
Kealakekua Crafts Program	-\$36.96
Kealakekua Summer Reading	-\$370.00
Supplies	-\$300.54
Kealakekua	-\$300.54
Taxes	-\$43.46
TOTAL	-\$1,013.04

NET WORTH: JULY, 2021

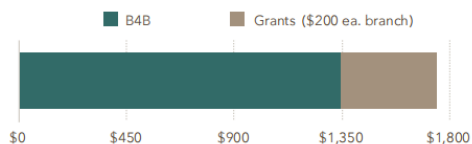
TOTAL ASSETS

Asset Category	Asset Value
Checking Account	\$4,367
TD Ameritrade Cash	\$6,200
TD Ameritrade Investments	\$25,602
Total assets	\$36,169



TOTAL LIABILITIES

Debt Category	Liabilities
B4B	\$1,345
Grants (\$200 ea. branch)	\$400
Outstanding Checks & Visa	\$970



TOTAL NET WORTH:

\$36,169

Report: Accounts Summary Copy 2

Last Month: 6/1/2021 - 6/30/2021
2 Accounts, 87 Categories

Category **SHARE DRAFT CHECKING**

INCOME	\$975.43
DONATIONS & GRANTS	\$150.00
Individuals	\$150.00
FUNDRAISING INCOME TAXABLE	\$708.93
Ebay Sale	\$59.24
Kailua Kona Lobby Sales	\$567.38
Kealakekua Lobby Sales	\$82.31
Membership Dues	\$116.50
EXPENSE	-\$695.28
COST OF SALES	-\$3.77
Ebay/PayPal expenses	-\$3.77
LIBRARY ASSISTANCE	-\$691.51
Equipment	-\$29.30
Kailua Kona	-\$29.30
Maintenance	-\$175.89
Kailua Kona	-\$175.89
Programs	-\$486.32
Kailua Kona Summer Reading	-\$56.52
Kailua Kona Young Adults Library	-\$50.00
Kealakekua Summer Reading	-\$379.80
TOTAL	\$280.15