

# FRIENDS OF THE LIBRARIES, KONA

## F.O.L.K. BOARD MEETING MINUTES

February 15, 2022

The board met at the Kailua Kona Library lanai all wearing masks. The meeting was called to order at 10:05 am by President Pamela Wang. In attendance was Vice President Shirley David, Treasurer Barbara Isley, Secretary Julie Leonard and Board Members Ken Guerra, John Kitchen, Joyce Kimball, Fred Hornbruch, Suzanne Dmytrenko and Mardee Richardson

Kailua Kona Librarian Katy Tipton attended electronically, Judy Andrews the Kealakekua Librarian was unable to attend.

No guest were in attendance.

**Minutes** The January 2022 minutes had been circulated electronically and were accepted. MSA

**Treasurer's Report:** The January financial report submitted via email was reviewed and was accepted. MSA.

Our balance at the end of January was \$43,320 with the notation that \$3,900.00 will be outgoing for Books for Babies, Scholarships and unpaid bills.

The semi-annual excise tax paid in January was \$78.75.

There was a question raised about how we account for the fee's paid to PayPal. It was decided that moving forward all PayPal fee's will be noted as an expense.

Barbara has previously announced that she will be resigning her position from the Board and stated that June will be her last month. All Board members were encouraged to seek a replacement for the position of Treasurer.

**VP/Historian/Scholarship: Shirley David:** Shirley proposed that the deadline for scholarship applications be extended to the end of March since we have only one applicant. It was noted that there was some trouble opening the documents on line. Joyce will troubleshoot this. MSA

**Programs: Suzanne Dmytrenko:** Programs remain on hold due to Covid.

**Science and Little Libraries: John Kitchen:** John was asked to submit an article to West Hawaii Today announcing that F.O.L.K. is funding books in Chuukese, Marshallese and Olelo Hawai'i as well as books that give a Hawaiian culture- based view of Hawai'i's unique environments such as Loko I'a (fish pods), Kaheke (tide pools), Kaianoho (habitats), and Kaiaola (ecosystems) as it is Hawaiian Language month.

**Activities/Book Club:** President Pamela Wang proposed that the position of Activities Chair be changed to that of Volunteer Coordinator. Ken agreed and stated that we need someone to develop a volunteer program complete with recruiting, training and organizing the volunteers. All present agreed. MSA

**Publicity: Joyce Kimball** Joyce requested articles and photos.

**Ways and Means: Ken Guerra:** Ken reported on the up coming Book Sale at the Tony Honda Food and Craft Fair March 12, 2022. We will use the same format as the January event with the exception that the Disabled Veterans will not be able to assist. Volunteers will be needed the day prior to load books, tables and tents into cars. The schedule for Board members working the book sale are the same as in January.

9:30-11:30 Barbara and Pam

11:30-1:30 Julie and Fred

1:30-3:30 Shirley and John

Ken discussed the need for increase publicity for the Book Sale at the Tony Honda Food and Craft Fair in March. Joyce will advertise in all PSA venues, in our newsletter and the information will be shared on Social Media. Joyce will create a flyer that can be distributed as well. Martha offered to pick up the flyers if needed.

Our first Lanai Book Sale will be held on March 19, 2022 from 9:00-12:00. It was decided to give F.O.L.K. members 50% of the purchase price of books to encourage other patrons to join.

Signs and Banners will be posted in advance, advertising in all PSA venues and in our newsletter. President Pam Wang will have a large poster made for the Library lobby. Julie will get balloons the morning of the event to attach to sandwich boards. Most Board members will be present to work the sale.

The issue of book storage for book sales was discussed. Last month it was agreed that F.O.L.K. will pay the storage fee for the next two months while an alternate plan is developed. Three

individual donors have offered to each pay for one month of storage each as well to increase the time available to develop an alternate plan to 5 months if needed.

A meeting with upper Library management will be arranged by Katy to discuss the future use of the “pit” and the where F.O.L.K. can store books for book sales.

Ken reminded the Board that years ago an architect was hired to create a redesign of the “pit” to create more efficient use of space. This will be revisited.

**Outreach/At Large: Fred Hornbruch:** Fred is paying attention to when cruise ships come into Kailua Bay and will work to make books available for sale in the lobby at those times for visitors.

**Membership: Mardee Richardson:** Bev Stahley hosted volunteer Hara Cohen and FOLK members Suzanne, Barb and Roma Johnson on Feb 1st at her home. 118 book bags were prepared and after the meeting Bev took them up to the Hospital.

Membership (data from Jan 1 - 31, 2022)

There were 267 members on our roster and of that number 212 are members-in-good-standing.

Membership Revenue: \$758

There were 2 new members this month (1 joined @ the Sustaining level)

There were 13 renewals received. (2 Associate level and 5 Sustaining level)

There were 6 deletions in January.

**Kailua Kona Branch:** Katy Tipton: Katy attended the meeting electronically from Paho. She was unable to find housing in Kona and has been temporarily transferred there. She will maintain her management duties at the Kailua Kona branch and will be on site on Wednesdays.

Katy plans to use the \$200.00 grant to purchase large type books.

Katy reported that the take and make art program has been going well. She may need to buy more supplies but can use her discretionary funds.

Nothing new on the AC issue and she is waiting for approval from the State to hire more employees.

**Kealahou Branch:** Judy was unable to attend. No financial requests at this time.

**New Business:**

**Guest:** None

**Adjourned: 11:58**

**Next meeting :** March 15, 2022 at 10:00am

Respectfully Submitted by Julie Leonard, Secretary

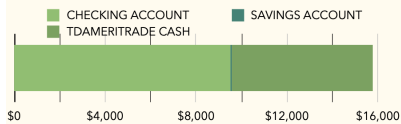
Reports attached

### Report: Category Summary by Month

Category	1/1/22 - 1/31/22
<b>INCOME</b>	<b>\$4,036.90</b>
DONATIONS & GRANTS	\$2,092.71
Grants	\$2,000.00
Individual Donations	\$133.00
PayPal fees	-\$40.29
FUNDRAISING INCOME TAXABLE	\$548.50
Lanai Books Sales	\$170.00
Lobby Book Sales	\$378.50
Kailua Kona	\$294.50
Kealahoukua	\$84.00
Investments	\$0.05
Dividend Income	\$0.05
MEMBERSHIP DUES	\$1,095.64
Payments Received	\$1,107.00
PayPal fees	-\$11.36
Uncategorized	\$300.00
<b>EXPENSE</b>	<b>-\$834.61</b>
ADMINISTRATIVE EXPENSES	-\$78.75
Hawaii Excise Tax	-\$78.75
COST OF SALES	-\$2.10
Ebay fees	-\$2.10
LIBRARY ASSISTANCE	-\$753.76
Maintenance	-\$380.08
Kailua Kona	-\$380.08
Programs	-\$373.68
Kailua Kona	-\$373.68
Children's Library	-\$373.68
<b>TOTAL</b>	<b>\$3,202.29</b>

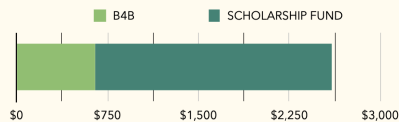
Total Assets

Asset Category	Asset Value
CHECKING ACCOUNT	\$9,509
SAVINGS ACCOUNT	\$50
TDAMERITRADE CASH	\$6,201
TDAMERITRACE INVESTMENTS	\$26,088
<b>Total assets</b>	<b>\$41,848</b>



Committed Funds

Debt Category	Liabilities
B4B	\$645
SCHOLARSHIP FUND	\$1,960
STORAGE GRANTS	\$100
BRANCH GRANT	\$400
UNPAID VISA	\$1,150
	<b>\$4,255</b>



FEBRUARY, 2022 TOTAL NET WORTH: **\$37,593**

