



Friends of the Libraries, Kona
F.O.L.K.
February Board Meeting
Kailua-Kona Library
February 17, 2026

M I N U T E S

Attendance: Cindy Ferrin, President; Antonia Sanders, Publicity Director; Kathy Villavicencio, Treasurer; Larry Hunter, At Large Director; Larry Deniston, Volunteer Director; Karen Byrd, Membership Director; Sheila Braithwaite, Programs & Outreach Director; Mardee Richardson, Secretary; Allison Holbrook, Kailua-Kona Branch Manager; Stacy Bisgard, Kealahou Branch Manager

Absent: Zac Dant, IT Director

Guests: Darla Gallacher, F.O.L.K. Member & Lobby Sales Manager

CALL TO ORDER: 4:02pm

OLD BUSINESS

1. The January 2026 Board Meeting Minutes were approved.
Kathy Villavicencio moved.
Larry Hunter seconded.
All approved.
2. Cindy reported that the F.O.L.K. Schwab Brokerage Account paperwork has been successfully completed and submitted.

NEW BUSINESS

1. 2026 Board Goals were reviewed & decided upon. They will be posted on the F.O.L.K. bulletin board as well as included in our monthly newsletter.
 - a) Continue to raise funds through book sales, fundraisers, grants and donations to support the libraries;
 - b) Increase F.O.L.K. membership with the goal of reaching 250 members;
 - c) Grow our volunteer team as well as better utilize our existing volunteers;
 - d) Ability to sell collectible books on-line;

e) Improve literacy in our community

2. Library Reports

Kailua-Kona -

Allison shared that the Kailua-Kona branch has a new LT5 staff person, Mary Fernandez. Colin Smith was recently promoted to an LT5 position as well. That leaves one LT4 position vacant at this time.

Allison is requesting volunteers to help sanitize baby toys twice a month after Books, Blankets & Babies programs at 1:00pm on the first Saturday and the third Wednesday of each month. Larry Deniston will reach out to our volunteers.

Kailua-Kona is in the process of ordering/assembling six Lifelong Learning to Go Adventure Kits. They will be able to be checked out like the Discovery bags.

- Origami Kit
- Hiking Kit
- Astronomy Kit
- Birding Kit
- Sewing Kit
- Home Repair Kit

Allison reported that the large keiki painted mural is near completion for the children's room, recent programs have had large turnouts, the Kona Brass will present a musical program in March and that she met with Antonia and Cindy to discuss future exciting publicity ideas. They will also be meeting with Liz Stapleton this week to discuss digital marketing for FOLK.

The library is asking all volunteers to park in the back (staff parking area) and to place a Volunteer Placard in their windshield.

Kealakekua –

Stacy shared that her full report is posted on the SD. She shared recent purchases have been for book mending supplies and for adult and children's books.

One of her staff will be returning PT from leave. Zac will work M, W, F and a sub will come in on T and TH.

Upcoming outreach events include visiting Konawaena Middle School on 02.20 and participating in a community Health Fair at Yano Hall on 03.01.

Upcoming branch programs include author, Tom Peek on 02.18 from 5:00-6:30 with 25% of his sales to be donated to F.O.L.K. as well as children's author, Erzsi Palko on 03.04

from 4:00-5:30 followed by a puppet-making activity. There will be a variety of craft programs in March as well as a Smart Phone class on 03.24. Stacy distributed her March calendars to each board member.

Summer Reading Update – Stacy is on this year’s planning committee. The theme this year is ‘Umeke Ka’eo. She asked board members to share/recommend possible presenters. Contact Stacy stacy.bisgard@librarieshawaii.com with any presenter suggestions.

3. Director Highlights –

Publicity Director: Antonia Sanders met with Allison to share her publicity ideas including the use of videos. She’s been busy working on getting into the SD and her email. Antonia is working to increase F.O.L.K.’s presence on social media including NextDoor.

Treasurer: Kathy Villavicencio reported that she paid our GE Tax, that a donation from the Stock Foundation for Kailua-Kona was received. Kailua-Kona has spent approximately 8% of their 2026 budget, Kealakekua approximately 10% and F.O.L.K. 14%. We currently have \$38,000 in Restricted Funds, \$33,500 in Unrestricted Funds. All financial records are kept on file.

At Large Director: Larry Hunter reported that our On-Line Book Sale program is very close to being ready to launch and our first listing is ready to go! He has successfully set up an account with ABE Books. Book Finder will soon be directing on-line shoppers to our storefront on ABE BOOKS.

Volunteer Director: Larry Deniston reported that there was one new volunteer intake in January with 61 volunteers enrolled and 278 volunteer hours completed by 24 volunteers. He also shared that 155 boxes of books were donated and sorted in February.

Membership Director: Karen Byrd reported \$290 in membership revenue was received in January. There were 6 new members but 7 deletions for lapsed memberships. The roster was updated. She reported on the outcome of a recent Membership/Donations meeting. Going forward, donations of \$250 or greater will be added to the Friends List on our roster and be eligible to receive our monthly newsletter for a year. Karen will track and remove their names after a year if they don’t make another donation.

Programs & Outreach Director: Sheila Braithwaite reported that she visits the Friendly Place most weeks and leaves books in their program library for participants to take. She continues to do outreach at Kona Coffee & Tea to share information about the library and F.O.L.K.

Secretary: Mardee Richardson reported that book sale book marks were re-ordered. As soon as they are ready, she will pick them up. She has begun to organize the SD starting with renaming monthly reports with the director report name listed first then the month of the report.

ie: Membership February 2026 Board Report or Volunteer February 2026 Board Report

4. President Updates –

- Cindy and Katherine Toy, who has years of non-profit experience, met to discuss the F.O.L.K. newsletter and Katherine suggested that we include our EIN Tax ID number on most of our documents/correspondence. It was also decided at their meeting that the newsletter will be shortened. Going forward we will no longer list all of the premium level members for the year in our newsletter. Only those members who joined or renewed in the previous month will be included in the newsletter. However, a running list of premium level members for the year will be posted on our website and listed on the bulletin board.
- Kamehameha Day Parade – No decision was made to have F.O.L.K. participate in the actual parade, but the library will be setting up a table and white tent (need one) at Hulihee Palace following the parade. Outreach Director Sheila will be joining the library staff representing FOLK. It was suggested that an email be mailed to members to see if anyone would like to lead the parade committee and/or have any interest in walking in the parade.

5. Other Updates -

- Kathy and Mardee will attend the Rotary meeting at Teshima's on March 10 representing FOLK to discuss the programs we fund.
- National Library Week is April 19-26. Neither library has determined its plans for supporting this week yet.
- Count Week is April 12-18.
- F.O.L.K. Book Sale is April 17-18.

The next Board Meeting will be held on Tuesday, 03.17 at 4:00PM via ZOOM. Larry Hunter volunteered to send out the link and invitation to join.

Meeting adjourned at 5:15PM

Minutes prepared and submitted by M Richardson
February 19, 2026