

Board Meeting Agenda
June 12, 2018- 4:30 p.m.
Lawrence Public Library CR A - 707 VERMONT

1) Minutes of previous meeting – Stan Ring

2) Chair's Report – Stan Ring

- Space issues being addressed by Inventory Committee
- Capital Improvements Committee Meeting waiting on contractor input. (report attached)

3) Vice Chair's Report – Jan Conard

4) Treasurers Report– Debi Waggoner

5) Items for Board Consideration

- **Program Coordinator** - Angela Thompson
- **Foundation** - Kathleen Morgan / Stan Ring
- **Trustees** – Jan Conard
- **Publicity** – Dave Ranney
 - Future need
- **Book Sale Committee** – Annamarie Hill
 - Bags
- **Volunteer Committee** – Jan Conard / Julie Trowbridge Alford
- **Community Outreach** – Maclyn Pettengill
- **Internet Sales Committee**—Jennifer Lattimore
- **Inventory Committee** – Carole Crown
- **Membership Committee** – Sue Hopkins
 - BFF events and membership numbers
- **Finance Committee** – Craig Grant
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6) Old Business

7) New Business

- Next Board meeting July 9, 2018/ LPL Conf. Room A

FLPL Board Meeting Minutes
Friends of the Lawrence Public Library
May 14, 2018 4:30 p.m.

Members Present: Stan Ring, Jan Conard, Annamarie Hill, Maclyn Pettengill, Carole Crown, Sue Hopkins, Debi Waggoner, Julie Trowbridge-Alford, Jenny Lattimore

Members Absent: Craig Grant, Jane Medina, Dave Ranney

Ex-officio and Guests: Angela Thompson, Program Coordinator; Brad Allen, LPL Director; David Vance, LPL Trustees;

Secretary: The motion to accept the minutes for April 9, 2018, was approved. (Pettengill / Waggoner).

Chair's Report:

- MarLan, a general contractor, has been contacted as well as the original architect, Gould Evans. A meeting to discuss options is being set up.
- Internal space issues are being addressed by the inventory committee.

Treasurers Report: Written report distributed. Accepted and approved as presented (Pettengill / Hill)

- Revenue from book sales will be broken out into separate categories for each type of sale.
- Quicken remains the accounting program of choice.

Program Coordinator: Written report attached to the agenda with these additions.

- **Literacy Machine** – A small LPL supported free library in the Lawrence Laundromat (23rd & Louisiana). Vanessa is coordinating this program.
- **May Reps** –
 - Trustee Meeting, May 21 – Jan Conard
 - Foundation Meeting, May 29 – Stan Ring
- **Wine & Cheese Silent Auction** - fits into the Membership Committee for further evaluation.
- **Volunteer training** has been revised to include an initial training for all library volunteers. Specialized training either for the library proper or the Friends will follow based on client interest.
- **Mentors** will be needed for volunteers training and follow up as needed. Emails requesting help will be sent by Angela.

Foundation Report: Written report attached to the agenda with these additions.

- The Foundation is preparing a letter of support to the City Commission for the placement of the Lawrence Womxn of Color mural. This is being revised to include the support of the Friends. The revisions being a stronger wording in support of not having the mural on the library wall but on the parking garage as originally planned. This support was in the form of a motion passing unanimously (Crown / Trowbridge-Alford).

Trustees Report: No written report.

- The Lawrence Womxn of Color mural project was presented to the Trustees by the mural project leaders. After much discussion a motion passed by the Board of Trustees to show that the Board is in favor of the Mural and its location on the NW lower corner of the library wall. .

Volunteer Committee: No written report.

- Individual letters of thanks were written and sent by Julie Trowbridge-Alford to all the cashiers at our spring sale. Thank you Julie for this extra effort.

Book Sale Committee: No written report.

- Downhall books continue to grow in popularity with \$290 in sales last month.
- The Tuesday Market starts this Tuesday May 9th and help is always needed.
- Volunteers are needed for the children's books sale
- Coupons from the spring sale were tallied. 54 of 1500 Buy1 Get 1, 9 of 640 from the St Pats parade, 3 staff thank-you, and 3 old read across Lawrence coupons were redeemed.

Community Outreach: No report. .

Finance Committee: No report.

Internet Sales Committee: *Written report distributed.*

- Sales are slightly below the 2017 YTD numbers.
- Additional training and the recruitment of posters is ongoing.
- The Amazon room has been completely reorganized for improve efficiency and accessibility. The cramped space is reborn.

Membership Committee: *No report.*

Publicity Committee: *No report.*

Old Business: *None*

New Business: *None*

Meeting adjourned at 6:12 p.m.

Submitted by Stan Ring, Acting Secretary

Capital Improvements Ad Hoc Committee Meeting
Friends of the Lawrence Public Library
May 23, 2017 9:00 a.m.

Members Present: Stan Ring, Jan Conard, Carole Crown, Angela Hyde, Jane Medina, Annamarie Hill, and Sue Hopkins.

Guest Included: Kevin Markley (Mar Lan construction). Steve Vukelich (Gould Evans Architects, Senior Associate)

The Goal of the Ad Hoc Committee: Determine what will be done with the \$71,200 in the Capital Improvements Account.

Purpose this meeting: To allow the architects of the library, and a well-known general contractor to submit their ideas on potential expansion possibilities, mainly into the “crawl space”.

General discussion: This was a stand up meeting following a “crawling tour” of the actual crawl space. Discussion of the space concluded again that:

- It is definitely possible to open up and utilize at least the front third of the space without major foundation issues.
- As the recovered space is expanded to the East (back into the building) the South foundation wall, of the library overhang, definitely comes into play. It is not as deep, not as far into the soil, and the crawl space interior fill maintains its stability.
- The farther back the recovered space goes the shallower the foundation becomes.
- It may be possible, with this change in elevation for the foundation wall, to utilize a part of the space closest to the interior wall. The remaining width to act as a foundation support.
- MarLan will prepare an estimate for our budgetary use. This will be similar to the estimate already provide by B. A. Green.
- A door to the outside, centered on the facing West wall, as wide as possible, was all but required for the excavation work. This door is preferred for our use of the space as well.
- The inventory committee has initiated and made changes to the existing shelving, i.e. the removal of the 8 Science Fiction shelves, to relieve the congestion in the children’s room.
- The Internet Sales room has been reorganized to better utilize the space and mobility of the daily operations. These changes have been well accepted by the posters and shippers.
- No action has yet been taken on:
 - Acquire carts designed for children’s room – to maximize current space utilization
 - Relocate Amazon room to children’s room – provides Amazon room more and better work space.
 - Enlarge external donation receipt area – alleviate the need to empty bin multiple times daily.

Meeting adjourned at 10:03am

Submitted by Stan Ring, Chairman 2018

Treasurer's Report

Attached below

Program Coordinator's Report

- Landmark Bank Work Group – June 30, 12:30–2 PM: this group is coming back for round 2
- Family Volunteer Day – Jan and I drew names for the Disney Park tickets we received for Family Volunteer Day. We did this as a Facebook live event and it got a great response. We're planning to do another one of these workdays soon.
- Board Representatives
 - June Trustee Rep (6/18) – Jenny Lattimore
 - June Foundation Rep (6/25) – any volunteers?
 - July Trustee Rep (7/16) – any volunteers?
- Here's what I'm working on this month:
 - Amazon: Amazon sales research to give to Internet Sales committee
 - Creating a Google Site for Advanced Posting info that includes links and tips
 - Inventory: Updating specialist & category lists
 - Dividers for the Children's Room Chapter Books
 - Schedule for pulling seasonal Children's Books for DownHall
 - Wayfinding Poster for the pillar
 - Membership: BFF Events – publicity w/ LPL, contacting
 - Revamping the Friends & Foundation donation envelope
 - Publicity: Creating one simple bookmark for all FLPL info
 - Working with Heather to create banner to display at any Friends and Foundation funded events
 - Posters, bookmarks, and web graphics for Fall Book Sale and Season's Readings Sale
 - Volunteers:
 - Establishing a regular workday schedule for Douglas County Courts
 - Recruiting more donation box volunteers
 - Smoothing out the combined volunteer intake and orientation process
 - Here's what I am recruiting help for:
 - Bringing in LPL culls
 - Keeping aisles clear
 - Supervising volunteer workgroups I just scheduled a large group of 26, from Women's Leadership Institute, to help us on July 6th--just in time for us to close the donation bin for the Summer Sale. This group is comprised of women from Afghanistan, Pakistan, India, Mongolia, Morocco, and the U.S. They will help us catch up on any last minute book sale donations. They will be here from 1-5 PM. They will have a tour of the library from 1-2 PM and I will train them to check, scan and sort from 2-5 PM. Any help training this large group is appreciated.

Foundation Report

- New foundation assistant, Logan Isaman, starting May 29th. Logan is not new to the library. She served the past 2 years in the Vista program for this library.
- Independent auditors report has been received and being reviewed by the board.
- Mavis Staples is to be rescheduled for the 780s series if possible.
- The Beach Author series is working on getting Nnedi Okorafor, an award winning Nigerian Writer of fantasy and science fiction for both children and adults, is being scheduled.
- Read across Lawrence is already being planned for the 2018 season.

- Grants:
 - \$1,000 from Hills for the Tail Wagging Readers Program
 - \$1,200 from DCCF for the ‘Name that Tune’ summer program.
- New Partnerships:
 - Bethel Estates to get the library’s book van visits.
 - Senior Resource Center being offered the use of meeting space during their ongoing construction and the temporary Peaslee location.
- The Birding Presentation at liberty Hall was very well attended (500+).

Trustees Report

None attached

Publicity Committee Report

None Attached

Book Sale Committee Report Covering May 2018

- Tuesday Book Market sales started May 15th with a record net sales figure of \$372.70. The other two sales did not match that figure, but we came very close on the first June sale, so we stand a chance of matching or exceeding it. The YTD for May is \$845.45, an average of \$281.81 per sale.
- The Children’s Book sale was also a roaring success. Kudos to the children’s room specialists who put an excellent selection on all our rolling carts. Setup and teardown were not overly difficult, and having the sale in the library atrium right next to a planned activity resulted in over \$500 in net sales. The evening was not quite as profitable, but still netted over \$200. The total income for both parts of the sale was \$795.68. Many thanks to everyone who helped make this possible.
- Downhall Books continues to do well, pulling in \$212.60 in May for a YTD of \$1140.47.
- Our Summer Book Sale begins Thursday, July 12th with Members’ Evening, and runs through Sunday July 15th, with non-profit day on Monday, July 16th. The Book Sale Committee will meet as soon after June 17th as a quorum can make it.

Volunteer Committee Report

None Attached

Community Outreach Report

None attached

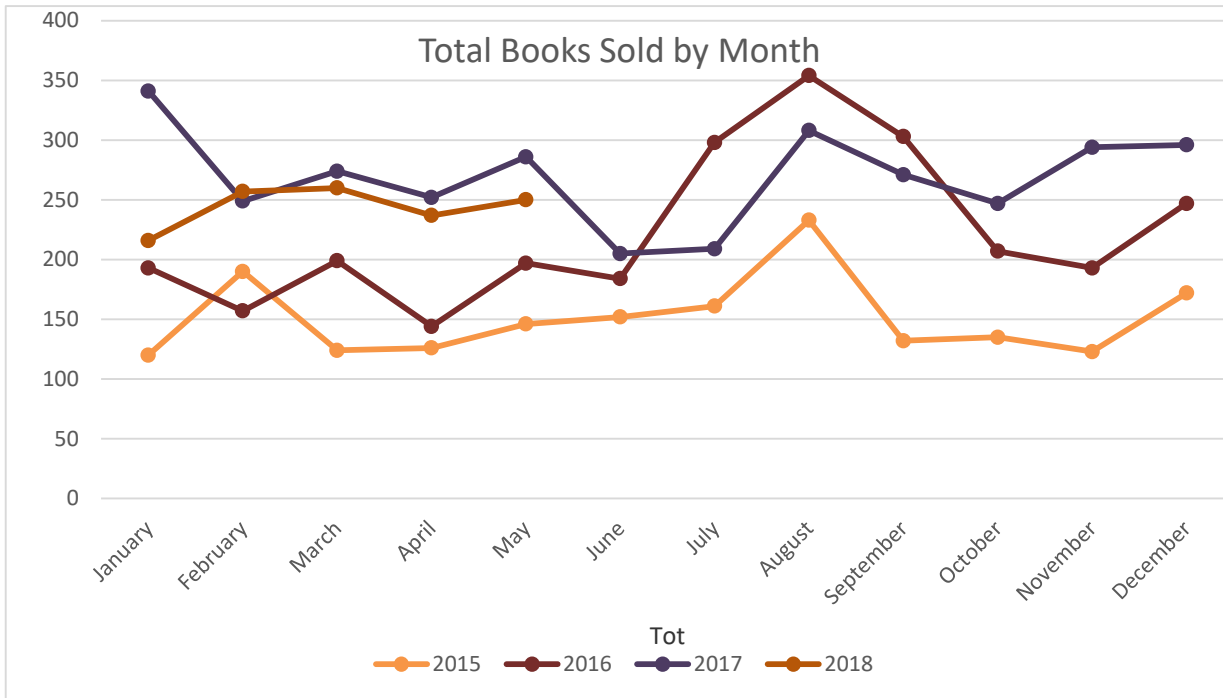
Finance Committee Report

None attached

Internet Sales Committee Report

- In May we sold 250 books and continue to run fairly close to the numbers from last year at this time. Our sales for this month totaled \$5367.68 gross with the price of books averaging a bit more per book sold. Our total number of parent items are down to 2,856 from 3,467 which reflects book consolidation.

- Two more posters have been trained and an additional poster will be trained in June.



Inventory Committee Report

None Attached

Membership Committee

None attached

FLPL 2018 Calendar

Summer Book Sale

- Jul 6** | Donation Box closed | 5 PM
- Jul 12** | Summer Members' Night | 5-7 PM
- Jul 13-14** Summer Book Sale | 10 AM - 6 PM
- Jul 15** | Summer Book Sale | 12-4 PM
- Jul 16** | Non-Profit Appreciation Day | 3-5 PM
- Jul 23** | Donation Box opens | 9 AM

July 9 | Board Meeting | 4:30 PM

- Aug 7, 14, 21, 28** | Farmer's Market Sale | 4-6 PM
- Aug 4** | All Volunteer Meeting | 10:30 AM
- Aug 13** | Board Meeting | 4:30 PM
Set meeting to select 2018 dates
- Sept 4, 11, 18, 25** | Farmer's Market Sale | 4-6 PM

Sept 10 | Board Meeting | 4:30 PM

Fall Book Sale

- Oct 19** | Donation Box closed | 5 PM
- Oct 25** | Fall Members' Night | 5 - 7 PM
- Oct 26-27** | Fall Book Sale | 10 AM - 6 PM
- Oct 28** | Fall Book Sale | 12-4 PM
- Oct 29** | Non-Profit Appreciation Day | 3-5 PM
- Nov 5** | Donation Box opens | 9 AM
- Oct 8** | Board Meeting | 4:30 PM
- Nov 12** | Board Meeting | 4:30 PM
Appoint Nominating Committee
- Dec 8 & 9** | **Season's Readings Sale**
SAT | 10 AM - 4 PM SUN | 12-4 PM
- Dec 10** | Board Meeting | 4:30 PM
2019 Budget Approval