

1) Minutes of previous meeting – Jane Medina

2) Chair's Report - Stan Ring

- Friends Foundation development
- Appoint Nominating Committee (Carole Crown, Maclyn Pettengill)

3) Vice Chair's Report – Jan Conard

4) Treasurers Report– Debi Waggoner

5) Items for Board Consideration

- **Program Coordinator** - Angela Hyde
- **Foundation** – Annamarie Hill / Kathleen Morgan
- **Trustees** – David Vance
- **Publicity** – Dave Ranney
- **Book Sale Committee** – Annamarie Hill
 - DownHall books: The October earnings from DownHall Books were \$224.94. That brings us to a yearly total of \$2272.59. We should have the next shelving unit installed by next week
- **Volunteer Committee** – Jan Conard / Julie Trowbridge Alford
- **Community Outreach** – Maclyn Pettengill
- **Internet Sales Committee**—Jennifer Lattimore
- **Inventory Committee** – Carole Crown
- **Membership Committee** – Sue Hopkins
 - Membership numbers update
- **Finance Committee** Stan Ring / Annamarie Hill
 - FY2019 budget Proposal

6) Old Business

7) New Business

- Bed Bug dog (**Board action needed**)

Next Board meeting Dec. 10, 2018/ LPL Conf. Room A

FLPL Board Meeting Minutes
Friends of the Lawrence Public Library
October 8, 2018, 4:30

Members Present: Stan Ring, Jan Conard, Annamarie Hill, Jane Medina, Maclyn Pettengill, Sue Hopkins, Jenny Lattimore, and Carole Crown

Members Absent: Debi Waggoner, Julie Trowbridge-Alford, Dave Ranney

Ex-officio and Guests: Angela Thompson, David Vance, Brad Allen

Secretary: The minutes for September 10, 2018 were approved as presented (Pettengill/Crown).

Chair's Report: \$75,010 Capital Improvements fund has been moved to the Douglas County Community Foundation as a separate line item. Discussion regarding the \$10 resulted in an agreement to examine the donation process and donor options.

Vice Chair's Report: Mr. Conard will ensure that either a graduate assistant or he will ensure a LEAN coach is provided.

Treasurer's Report: Written report, attached, was approved as presented (Medina/Ring).

Program Coordinator: Written report attached

- The deadline for Committee budget proposals for FY2019 is extended to October 10, 2018.
- T-Shirts with FLPL logo were discussed resulting in an agreement to buy 50 more.

Publicity Committee: No report.

Foundation Report:

- The Foundation is looking for ideas to increase inclusiveness.
- After Hours Gala will be March 2, 2019.

Trustees Report: Merit evaluations for employees continue to be reviewed.

Book Sale Committee:

- Downhall Books are doing well with more than \$2,000 generated this year. Additional shelves will be added soon.
- Summer book sales did well averaging \$300 per sale.
- A motion passed to 1) Table discussion of purchasing bags with the FLPL logo; 2) Sell Library bags for \$2 each; and 3) Continue using donated used bags (Ring/Hill). A cost comparison for three potential bags is attached.

Volunteer Committee: Sign up for book sale cashiers is going well.

Internet Sales Committee: Written report attached.

Community Outreach Committee: CASA has been requested to notify their members of the Day after Sale opportunity. We may have a volunteer to work with the "bin" organizations.

Membership Committee: As of September 30, 2018, FLPL has 639 members.

Finance Committee: No report.

Inventory Committee: No report.

Old Business:

- Two computers from Teen Zone will be donated to Internet Sales. Estimate for the preferred mobile computer station is \$749. A motion passed to increase the amount authorized for its acquisition to \$800 (Medina/Conard).
- All agreed it is necessary to make sure good information sharing regarding the Friends and Foundation merger happens. Need to reassure members that Friends will not lose its identity.

New Business: None

Respectfully submitted by Jane Medina, Board Secretary.

Treasurer's Report

Attached below

Program Coordinator's Report

Family Volunteer Day: Saturday, November 17, 2-4 PM. We will offer opportunities for families to volunteer together at the library. I am acting as the LPL Volunteer coordinator for this event, so I will need someone from the Friends to supervise a Friends volunteer group.

Hanging the Greens: Saturday, November 24, 5-7 PM. Help us light the library for the long winter nights.

Laptop: We have our new laptop for the Amazon room! Total cost was \$850.58.

Out of Office: I will be out of the office November 21-23 for USD497's fall break. I will be available by phone and email if you need anything those days.

Trustee Rep, Nov 19: none

Foundation Rep, Nov 26: none

Here's what I'm working on this month:

Amazon: Recruit and train more "advanced scanners" to tackle the Amazon backlog

Inventory: Post Book Sale meetings

Publicity: Creating one simple bookmark for all FLPL info

Membership: Set up email receipts in LGL for donations under \$200

Book Sale: Gear up for Season's Readings Sale

Work on Trello templates for Book Sales

Volunteer: Custom volunteer forms on LGL

Foundation Report

None attached

Trustees Report

None attached

Publicity Committee Report

None Attached

Book Sale Committee Report

None Attached

Volunteer Committee Report

None Attached

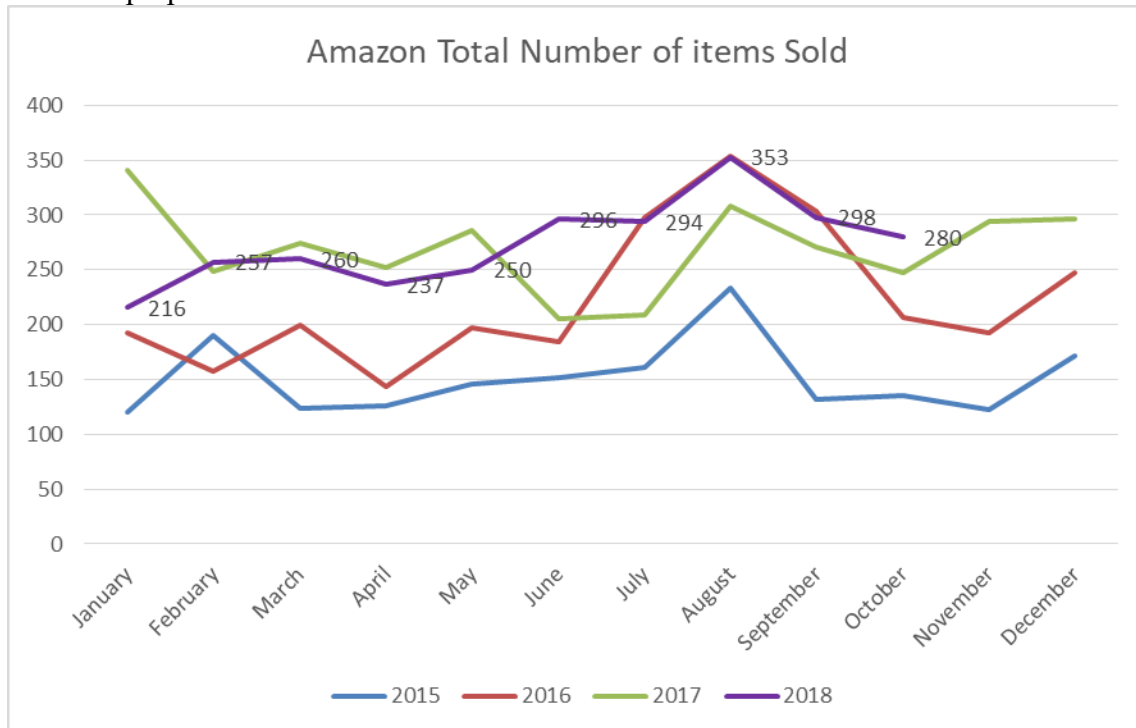
Community Outreach Report

None attached

Internet Sales Committee Report

Amazon Sales:

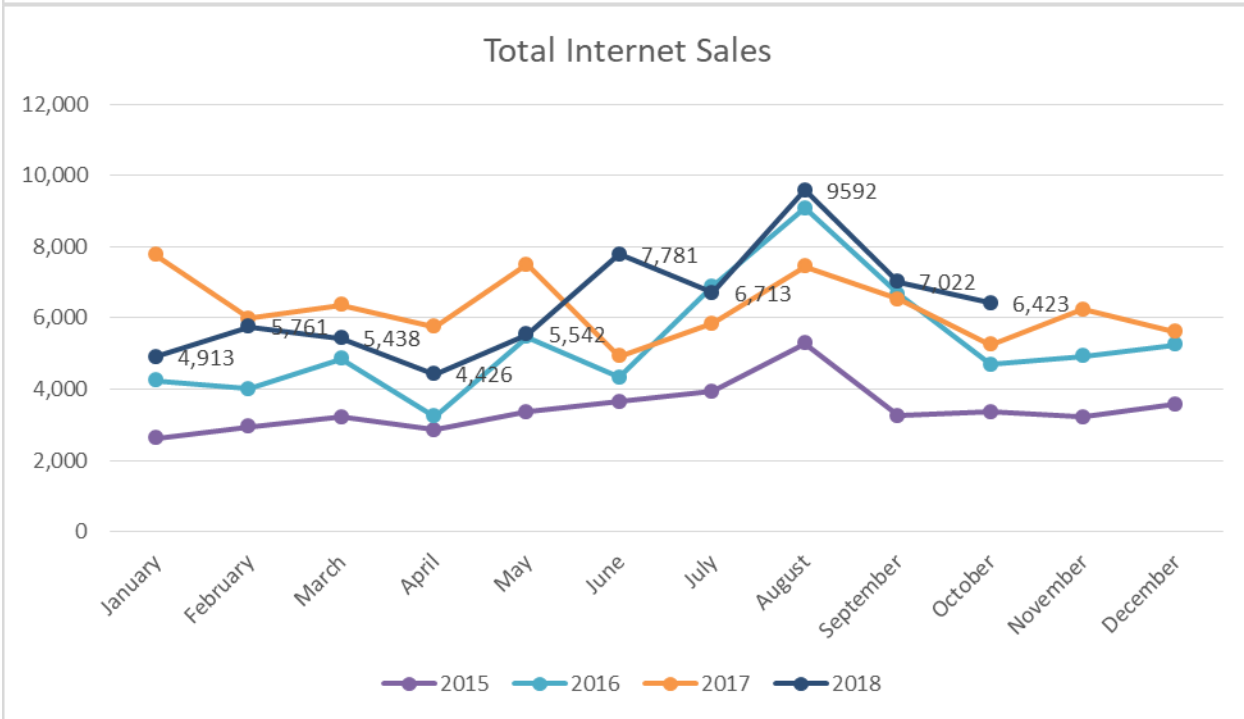
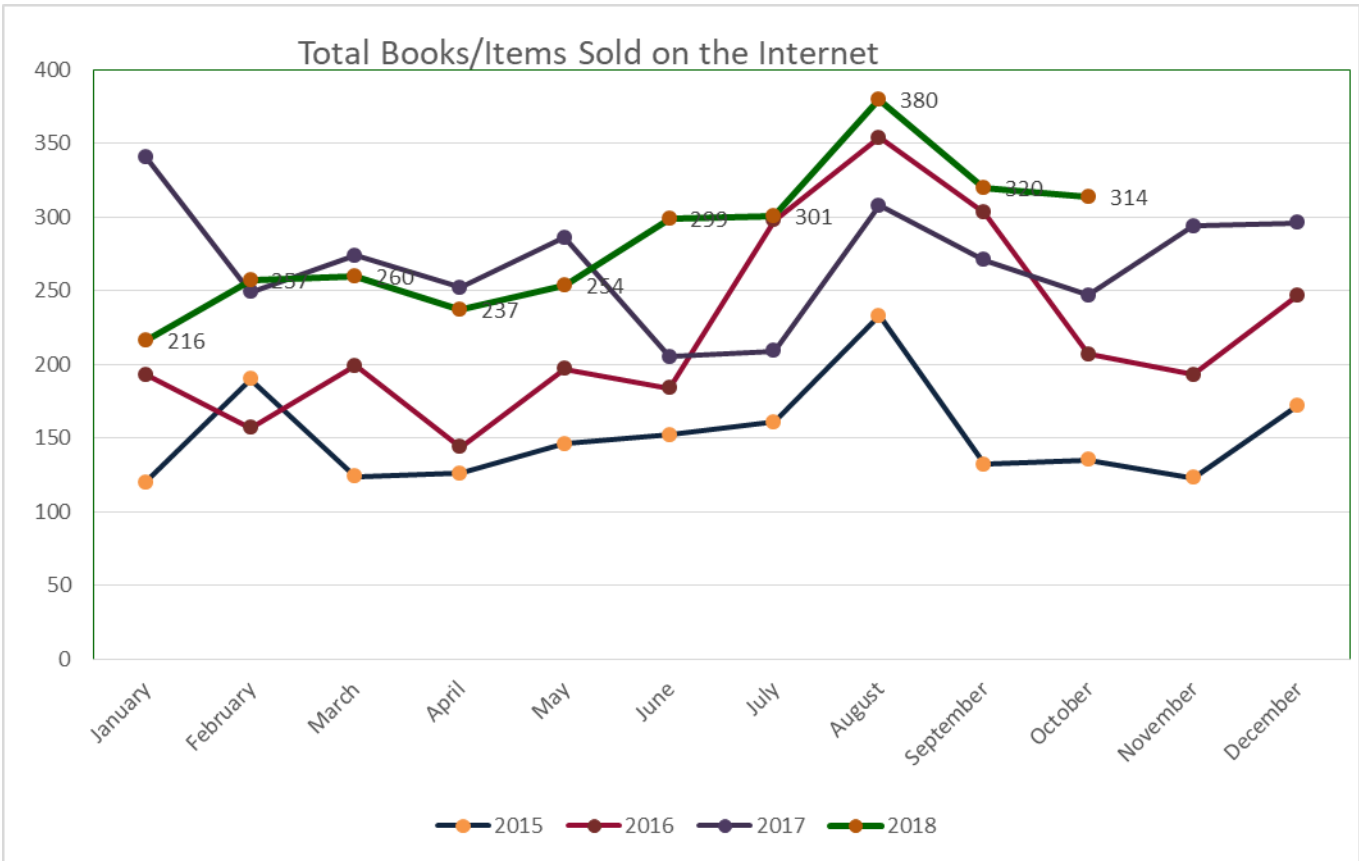
In October we sold 280 books, down from 298 and our gross sales were \$5878.54 compared to \$6106.99. Our total number of parent items are 3632 compared to 3610 last month. Average price per book remained the same as last month at \$20. There were no Amazon sales over \$100 this month. Books were condensed again at the end of October. We are looking forward to having use of a new laptop within the next week or so.



EBay Sales:

Angie Davidson reported the following data. Angie went back and gathered information on total number and amounts of sales since she started selling on eBay for the Friends. Some of the figures are slightly different but she will be obtaining her data from a consistent on eBay from now on.

Month	# Items sold	Total Sales	Average Per Sale
May	4	86.91	21.73
June	3	58.97	19.66
July	7	167.93	23.99
August	27	576.00	21.33
September	22	436.80	19.85
October	34	334.76	9.85



Internet report submitted by Jenny Lattimore, November 5, 2018. This report has been downloaded to drop box.

Inventory Committee Report

None Attached

Membership Committee

None attached

Finance Committee Report

See attached

FLPL 2018 Calendar

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