

(DRAFT 8-29) Bandon Library Friends and Foundation
Quarterly Board Meeting Minutes
August 27, 2024

Present: Megan Maloney (President), Cathy Larcom-Johnston (Vice President), Linda Hill (Secretary), Horty Joyce, Sabrina Johnson, Dennis Hitchcock, Karen Thomas, Maureen Haggerty, Christine Kingsbury (Library Director), Karl Berry (Guest), Denise Frazier (Guest).

Absent: Tracy Hodson (Treasurer), Lorna Logan
Meeting convened at 2:00 p.m.

Previous Minutes:

Copies of previous minutes for the 2023 Annual Meeting, the 2024 Annual Meeting, and the May 28, 2024, Quarterly Meeting had been emailed to Board members prior to the meeting. Maureen noted one needed change in the 2023 Annual Meeting minutes, in the area related to posting items on the website: where it mentions “dates” it should instead reference “sending events.” Karen MOVED to accept all minutes presented with said change. Dennis SECONDED and MOTION carried unanimously.

Treasurer’s Report: (Megan for Tracy)

Financial reports, Balance Sheet as of June 30, 2024, Income and Expenses sheets for July 2023 through June 2024 and Profit and Loss for July 2022 through June 2023 were presented. Cathy MOVED and Karen SECONDED to approve the financial reports as presented. MOTION carried unanimously.

Library Director’s Report: (Christine)

Christine gave an extensive report on the programs the library has offered this summer. A copy of her report is attached to these minutes. The programs, which have been funded mostly through grants from various foundations and agencies, have been very well attended. Christine added that she is particularly grateful for

the Friends' financial support, which has helped to retain a staff member.

Christine mentioned in her report that the County Board of Commissioners' next meeting is scheduled for October 15th. The CLB has approved the hiring of a new consultant after the previous one resigned. He is reviewing the methodology in the CLB allocation proposal and will provide a recommendation soon. The BOC should be able to make a decision on whether to proceed with Year Two of the transition at the October meeting. Dennis asked whether the consultant is just using the available statistics to establish the base; Christine replied that he is.

Guest Proposal: (Cathy)

Cathy introduced Denise Frazier, who is currently volunteering and helping to sort book donations for the Friends. She presented two ideas to the Board for fundraising.

1. To have a local author make an author talk with a \$20 donation required, the number of attendees being limited to 50. She has already talked to one author, Barbara O'Neill, and has three other authors in mind. Denise thinks that next March would be a good date to hold this event. Discussion ensued.
2. A "Dog Days in the Park" event, geared to different events in which dogs can participate. She suggested one entry fee, and perhaps photos of the dogs could be displayed in the library gallery for a time following the event.

Denise said that she would be happy to organize the first author event if the Board agrees to the proposal. Karen suggested that a committee be formed to report to the Board at the next quarterly meeting. Denise said that she would like a team of two or three volunteers to help organize this. Maureen offered to retrieve membership forms and provide a list of people who might be interested in helping with this. Megan said she thinks these are interesting ideas. The author idea would need to be firmed up, and she would be glad to assist. She thinks that perhaps \$10

would be a more attractive fee. Cathy asked if the Board is willing to consider this author event, and it was agreed that Denise can go ahead with preliminary planning details.

“Promotion” Committee Report: (Linda)

At the previous quarterly meeting, Karen, Sabrina, Dennis and Linda had volunteered to form a committee to consider how BLFF can make the Friends more visible in the community and at BLFF-sponsored events, encourage membership in BLFF, and encourage volunteering, especially among younger patrons and members.

Examples of options for a new logo, designed by Sabrina, were passed around. Secondly, Linda reported the committee is working on an update to the current brochure and the membership application. Once the logo design is finalized, the committee will move ahead with the design and purchase of a stand-alone banner, a horizontal banner and updated yard signs (with thanks to Horty for her husband Marty’s making the yard signs that have been used in many previous years to advertise book sales). This new signage package is intended to increase awareness of BLFF’s presence and work in support of the library. Linda stressed that the funds to purchase the new signage will not come from BLFF funds—Dennis has very generously agreed to fund the purchase up to \$1,000. The committee is also looking to increase distribution of posters that announce book sales and other Friends events. Karen has a list of businesses and places in the community that have welcomed our posters in the past; the committee will work to update it and figure out ways to involve in the distribution. Lastly, the committee agreed that it is important to co-ordinate with Maureen and Karl on the ideas and materials that we come up with, so that they can be included on the website as part of the overall promotion goals.

Linda stressed that the committee seeks and welcomes input from Board members and asked that everyone consider all of these items and email Linda with any suggestions or comments.

Historian Report: (Sabrina)

The archiving project is an ongoing process, Sabrina reported. Megan reminded the Board that if members have any pertinent material, they can submit it to Sabrina via the Friends' inbox at the library circulation desk.

Art Gallery: (Megan for Tracy)

The mosaic exhibit and program recently finished, and the current exhibit of works by Michael Ousley and Jean Ochsner is currently on display in the gallery. They will be up for another month.

Book Sales: (Cathy)

The Never-Ending Book Sale figures since the last quarterly meeting: May-\$500; June-\$306; July-\$613; August to date-\$508.

For the recent larger sale held on August 9th and 10th, the figures were: books-\$720; donations-\$87; memberships-\$305. The total amount was a little over \$1,000. Karl asked how many people came through the sale. Cathy did not know. This would be good information to gather at the next sale. Karl suggested giving a discount to members at book sales in the future. Sabrina said that, in her experience, giving customers a discount is appreciated and creates a sense of excitement. Dennis wondered whether calculating 10% at the point of sale would be too complicated for some volunteers. Cathy said she would like to eliminate the membership table that gives members the opportunity to renew their membership and gain early access. Linda disagreed, as did Dennis, who said from experience with other similar organizations that this would kill membership. Cathy also said she does not believe that a "big" summer sale is worth the effort and would like to eliminate the August sale. Linda asked Cathy to explain why the effort is too much, specifically what is

involved in running the sale. Cathy said that there were 125 boxes to set up, that it needs two days of the chairperson being present, and recruiting volunteers (five to six for setup, eight for two-hour shifts at the sale). She gave away 38 boxes of unused books after the sale, so there are considerably fewer now. This was beneficial, because going forward we will have less space available for storage than in previous years.

The April 2025 sale was discussed. Cathy said there should only be about 65 boxes of books, but that as we have started to include miscellaneous donated items that have proved to sell well in a “yard sale” format, the room will not appear to be too sparse, as some people commented at this recent sale.

Cathy will reserve the dates for the April sale and the July Itty Bitty Sale (the only Itty Bitty she is planning to keep), along with coordinating with Christine on the November Silent Auction.

Library Advisory Board: (Karen)

Karen said that most of her report had already been covered by Christine in her library director’s report regarding several small grants that had funded specific programs. The LAB reviewed library financial reports. Karen and Horty gave Christine information on making an appeal to Bandon Dunes for a major donation. Sheri Wright also had information on contacts there, and they will work on drafting a specific appeal, perhaps for books. The ongoing budget allocation was revisited with information from Christine’s Director Report.

Book Club: (Karen)

The club is going well, averaging 13-14 folks each meeting. They have chosen the book selections up to the January meeting and are having good discussions with the suggested titles. Megan congratulated Karen and Sabrina on this being such a well-received ongoing event.

Newsletter: (Megan)

It is once again time for newsletter articles, and Megan suggested anything library/book/event related, including children's art or poetry as possibilities.

Publicity: (Megan)

The community has lost the "Coffee Break" publication, which was really helpful in getting word out. However, Eric Turner and his family have stepped up to publish "By the Sea Bulletin," and the library events information is covered in the current issue. This will not cost the library or the Friends anything as an anonymous donor has offered to cover the charges. It is currently being done weekly rather than semi-weekly. The new city manager is also being very helpful in getting information out in the city manager's newsletter.

Other Business: (Horty)

This November will see the 20-year anniversary of the dedication of the library building. Horty wondered about the possibility of an event to celebrate this. Linda suggested somehow combining it with the Silent Auction, which ends on November 14th. Sabrina suggested celebrating on the 9th (perhaps asking the Mayor to say a few words), which would give folks attending a chance to view the auction items at the same time. Megan will talk with Horty and Christine to set something up.

The next meeting will be held on Tuesday, November 19th (a week early due to the Thanksgiving holiday).

The meeting adjourned at 4:06 p.m.

Minutes taken by Linda Hill, Secretary.