

# LLFA Board Meeting Minutes

April 14, 2016

Conference Room B

**LLFA Members Present:** Ray Charles, Kathy Sanderson, Kathryn Primrose, Rod Haper, Mary Wendel, Rachel Casey, and John McMahon

**Library Staff Present:** Tina Jayroe

**Guests:** Carol King, Lander Chamber of Commerce

**Call to Order** – Ray

## General Business

- **Chamber of Commerce** (Carol King) – Carol discussed the benefits and services the Chamber has to offer its members. These include the use of their bulk mail rate, newsletter inserts (provide 375 pieces plus cost of \$50, also distributed digitally to 900 people/businesses), calendar of events in the newsletter and website, user account to post “hot deals” on website and weekly email blasts, and access to the member mailing list.
- **Review and Approve Agenda** (Ray) – Motion was made to approve the agenda, motion was seconded and passed.
- **Review and Approve Minutes of January Meeting & March Meeting** (Kathryn) – Motion was made to approve the January and March minutes. Motion was seconded and passed.
- **Treasurers Report and Approval of Outstanding Bills** (Mary) – Outgoing money description for the \$1850 was changed from LCF grant to LLFA donation. Treasurer’s Report was accepted.
- **Correspondence** (Mary) – The Voice newsletter arrived. Letter from Amazon Smile about the foundation. Motion was made to approve the agreement with Amazon Smile. Motion was seconded and passed.

## Reports

- **Book Nook Report** (Mary) – Mary submitted a report – Carnegie outsold Main Street for the month of May.
- **Branch Manager Report** (Tina) – Tina distributed volunteer appreciation gifts to the board. The book bike will be making an appearance at the Garden Expo – Rachel suggested to get gardening books from the Book Nooks. Tom is currently working on quotes for the lighting project for the Carnegie. The majority of the ordering for the summer reading program is complete. The library has also

signed up with Better World Books to help with the used book surplus; the library will team up with the Book Nooks to down size the inventory.

- **Director's Report** (JoAnn) – Tina spoke on JoAnn's behalf. The first three budgets presented to the commissioners were rejected and the "bare bones" budget is the current budget that is being reworked and considered. No positions or benefits are being lost and hours of operations will remain the same; all programming (supplies, marketing, speaker fees) has also been eliminated.

## Action Items

- **Ongoing Business**

- *Advocacy*

- **Newsletter – Review & Finalize articles, Timing** (Ray) – The newsletter will be a combination of articles and the Challenge for Charities ask/support letter. Kathy is working on the article about the stage and Rachel has pictures of recent events. Ray will inquire about the date in which LLFA can send out the solicitations.
    - **Rotary Meeting, Feedback on Presentation** (Ray) – Ray will speak on May 18 during their lunch. Ray has provided the board with the content of his presentation and has asked for edits by next week.
    - **Museum Walking Tour, Saturday April 16<sup>th</sup>** (Ray) – Tours will start at the Carnegie Building at 10:00am. Ray will speak to the tour about the history of the Carnegie renovations and LLFA's role in it.

- *Program Support*

- *Fund Raising*

- **Challenge for Charities 2016 Volunteer Efforts** (Ray) – Mary will contact the C4C board for more information about LLFA's assignments. Ray, Linda and Rod will man the Squaw/Baldwin aid station and Rachel, Mary and Kathryn will write articles.
    - **Mailing List Review** (John) – The board will review the lists provided by John and edit the Google sheets mailing list as needed.
    - **Plan for Mailing** (Ray) – Will work on the mailing during the May and June meetings.

- **New Business**

- **Fund Raiser** (Tina) – Buffalo Bill Boycott and Dr. Jo would like to play June 1 or 2<sup>nd</sup> JoAnn suggested to Tina to have LLFA help coordinate this event. The fee for the event would be a suggested donation.
  - **Review previous action items** (Kathryn) –
    - **ACTION:** Ray to approach Scott Goetz to begin dialogue before our November meeting and invite him to our November meeting. – **In progress**

- **ACTION:** Ray to engage Barbara Oakleaf and form a committee with a couple of LLFA members to work on the speaker series. – **Mary spoke with Barbara, who is unable assist LLFA at this time.**
  - **ACTION:** Each person will visit the Humanities Council website and make a suggestion for speakers. – **Humanities Council is currently not sponsoring this program.**
  - **ACTION:** Kathy and Jeannette will work together on preparing the annual meeting; Rachel will help with graphics. – **In progress**
  - **ACTION:** Jeannette, Judy, Mary, John, Kathryn, and Rachel will meet in January to further discuss the Book Nook issues. – **Meeting moved February**
  - **ACTION:** Ray will put an article in the newsletter focusing on the Book Nook discussion. - **DONE**
  - **ACTION:** Ray is willing to write a thank you note to all Book Nook volunteers to ensure they feel appreciated. Jeannette and Mary to supply names and addresses. - **DONE**
  - **ACTION:** Kathy will work on revising the bylaws. – **Kathy has reviewed and revised the by-laws to address the elimination of the LLFA general membership. Revisions have been finalized.**
  - **ACTION:** Kathryn will give a presentation at the annual meeting on removing membership and modifying bylaws, and encouraging folks to donate to us through Challenge for Charities so their donation can be matched. – **In progress**
  - **ACTION:** Jeannette will write a grant to Lander Community Foundation to fund the gaming unit, Kinect unit, and skateboard rack = \$1,750. - **DONE**
  - **ACTION:** Jeannette will apply for a grant from Trillium Foundation to fund all items in Children’s plus the canopy (includes shipping) = \$2,000. - **DONE**
  - **ACTION:** Jeannette will meet with Boyd Broughton and Linda Willenbrecht to brainstorm additional ideas for Children’s to add to the Trillium Foundation grant of up to \$1,000. - **DONE**
  - **ACTION:** Subject to the award of the Trillium grant, the LLFA Board will fund the CD shelving units up to \$3,000 (depending on shelves selected). – **DONE and approved**
- **Review Action Items from meeting: What, Who, by When (Kathryn) –**
    - Kathy will submit the stage article to Rachel
    - Rachel will design a layout for the newsletter
    - Mary will contact C4C about our volunteer commitments
    - All members will help update the mailing list
    - Ray will find out about the C4C distribution date and will create an appropriate timeline.
    - Kathy and Rachel will edit the C4C ask letter
    - John will purchase the supplies for the mailing

**Adjourn** – The next meeting will be Thursday, May 12 at 6:00pm.