

LLFA Board Meeting Minutes

July 7, 2016

LLFA Members Present: Mary Wendel, Jeannette Woodward, Kathy Sanderson, Kathryn Primrose, Rod Haper, John McMahon and Rachel Casey

Library Staff Present: Tina Jayroe

Call to Order – Kathy

General Business

- **Review and Approve Agenda** (Ray) – Motion was made to approve the agenda; motion was seconded and passed.
- **Review and Approve Minutes of prior meeting** (Kathryn) – Revisions were made to the action items for the May 2016 minutes. Motion was made to approve the May 2016 minutes as amended; motion was seconded and passed. Motion was made to approve the June 2016 minutes; motion was seconded and passed.
- **Treasurers Report and Approval of Outstanding Bills** (Mary) – Kathy inquired about the automatic withdrawal for the Book Nook insurance. The insurance carrier has changed, and once that is finalized, Mary will find out more information. Treasurer's Report was accepted
- **Correspondence** (Mary) – Two editions (March and April) of The Voice. Per Ray's suggestion, Mary brought in the other examples of organizations' C4C appeals.

Reports

- **Book Nook Report** (Mary) – Mary provided a written report for the Book Nooks. Mary added that LLFA needs to start seriously thinking about if two locations should be kept open at the end of the Main Street location's lease agreement. Christmas in July is going on at both locations.
- **Branch Manager Report** (Tina) – New holds shelf has been created and some shelves are being removed to make room for study space. The concerts drew in about 17 people in Lander, and 40 in Riverton. The event did make a small amount of money. The library has started shipping books to Better World Books. Tina confirmed that none of the materials from the History Room were leaving the building, but some materials are being

moved around within the library. John, Jeannette and Maggie will look into the files in the History Room to ensure everything is in order.

Action Items

- Ongoing Business
 - *Advocacy*
 - **Kiwanis** (Ray) – Ray was absent from the meeting, so he will report back at the August meeting.
 - *Program Support*
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 - *Fund Raising*
 - **Challenge for Charities Status** (Ray) – As of June 24, LLFA has about \$2700 in direct donations. The board will not know the final amount until the August ceremony.
 - **Challenge for Charities – “Project” Status** (Tina) – Tom has not been able to acquire any additional quotes for the lighting, due to the status of the Riverton Library roof project. Tina will follow up with him to find out the timeline. Tina did suggest that LLFA come up with an alternative project, in case the lighting project is too expensive.
- New Business
 - **Post Cards** (Kathy) – Kathy and Jeannette will meet before the next meeting to discuss printing options and prices.
 - **NT Live Discussion** (Tina) – Tina emailed the statistics for NT Live attendance, which he distributed to the board. Tina also mentioned that another factor to consider was Jenny’s workload. Tina said she would look into only offering a couple of viewings, rather than the whole series. Motion was made to not fund NT Live, contingent upon final approval from the library. Motion was seconded and passed.
 - **Activity Back Packs** (Tina) – This program takes place in many Colorado Libraries, they include activities and supplies kids can take to explore the outdoors. The library staff would work with local agencies to gather resources for the backpacks. The library would then need financial assistance from LLFA.
 - **Book Nook Staffing, July & August – OK??** (Mary and Jeannette) – July is fully staffed, but August has not been confirmed. Rod will look into the Fremont Motors Employee Volunteer Campaign.

- **Appreciation Event** – This idea came about last year when the discussions about removing the membership started. The idea was to have an event that thanked all supporters (donors, volunteers, etc) of LLFA. There was discussion about when to have this – perhaps after the Challenge for Charities awards in late summer, so LLFA can include those supporters on their contact lists. This will be discussed in greater detail at the August meeting.
- **Review Action Items: What, Who, by When** (Kathryn) –
 - Mary will look into automatic payment for the insurance on the Book Nooks
 - Jeannette and Kathy will research postcards
 - All members will come to the next meeting with ideas for the Appreciation Event in the late summer/early fall.
 - Rod will fill out the Fremont Motors Employee Volunteer form
 - John will add Chamber members to the mailing list

Adjourn (Kathy) – The next meeting will be Thursday, August 4 at 6:00pm.