

# LLFA Board Meeting Meeting

March 3, 2016

Little Theater

**LLFA Board Members Present:** Ray Charles, Jeannette Woodward, Rachel Casey, Kathryn Primrose, Mary Wendel, John McMahon, and Kathy Sanderson

**Library Staff Present:** Tina Jayroe

**Call to Order (Ray)** – Ray called the meeting to order at 6:05.

## General Business

- **Short Introductions (All)** – The new branch manager, Tina Jayroe introduced herself to the board and the board did short introductions for Tina.
- **Review and Approve Agenda (Ray)** – Motion was made to approve the agenda. Motion was seconded and passed.
- **Review and Approve Minutes of January Meeting & Annual Meeting (Kathryn)** - Motion was made to approve the minutes. Motion was seconded and passed. Kathryn will send out the January minutes to be reviewed and approved at the April meeting.
- **Treasurers Report and Approval of Outstanding Bills (Mary)** – The check for the remaining of the Carnegie project for \$1850 was added to the outstanding bills. The Treasurer's Report was accepted.
- **Correspondence (Mary)** – The Library Foundation sent a Christmas/Holiday card and the Lander Chamber sent a thank you note for LLFA membership renewal.

## Reports

- **Book Nook Report From Committee (Jeannette & Mary)** – Mary submitted a written report for the board. Kathy inquired if it was necessary to track the amount of books coming into the Book Nooks. It was decided that this information no longer needs to be tracked. From the Book Nook committee meeting, Jeannette reported that Judy would like LLFA to start thinking about whether or not to renew the lease with Bank of the West (the lease is up in December 2017). There was also discussion about a volunteer coordinator for both locations. Ray suggested placing the future of the Book Nook on Main on the agenda for the fall offsite meeting. Volunteer recruitment and management will be discussed during the May and June meetings, in order to prepare for the hard to recruit summer months.
- **Branch Manager and Director's Report (Tina & JoAnn)** – JoAnn was not present at the meeting. Teen Tech Week open house will be Tuesday March 8 from 4:00

to 6:00pm and the Dr. Seuss event will be March 19 at 10:00 and 1:00. The Downton Abbey Tea will be on March 6 from 3:00 to 5:00.

- **Board Meeting Report** (Ray, Tina & JoAnn) – The board meeting was held in Dubois this week. Ray distributed the LLFA 2015 accomplishments and 2016 goals. The Lander Library will pilot credit cards for patrons to pay for fines/copies etc. The roof project on the Riverton Library is progressing and the bids will be reviewed at the March 30 meeting.

### Action Items

- Ongoing Business
  - *Advocacy*
    - **Next Newsletter – Timing, Topics, Volunteers to write** (Ray) – The target finish date will be in early May, as to time it well with the Challenge for Charities mailing. Jeannette will write an article about Tina, Kathy will write an article about the Carnegie stage. Mary thought Rod might want to write an article about the Book Nook. There was also discussion about integrating the Challenge “ask” into the newsletter. The drafts of the articles will be due by the April meeting, to give Rachel time to design the layout.
    - **Chamber of Commerce – How to use for Advocacy?** – Ray believes that the Chamber is a resource that we are potentially underutilizing. Mary reminded the group we can add Lander Chamber members to our contact list. Ray suggested that the board extend an invite to Carol King to a future meeting talk about the ways in which we can work with the Chamber.
  - *Program Support*
    - **Dr. Seuss** (Anita) – The Super Seuss Celebration will be Saturday, March 19 at 10:00 and 1:00. They are seeking volunteer help.
  - *Fund Raising*
    - **Challenge for Charities – Stage Project Status, excess funds & disbursement** (Ray) – The project is done! The excess funds are being used to patch and paint the walls and complete the trim/molding.
    - **Challenge for Charities 2016 Grant Request – Carnegie Ideas** (Jeannette) – Some of the LLFA board met with JoAnn about possible projects. The top three projects are lighting, wood refinishing and the fireplace. The grant is due on March 28.
    - **Trillium Foundation Grant Disbursement** (Ray) – The money was received in December; Mary wrote a check to the library during the meeting and gave it to Tina.

- **Challenge for Charities “Top Up”** (Ray) – The money was received and distributed to the library.
- New Business
  - **2016 Budget Discussion, Approval, “Spring Wish List”?** (Mary) – Linda submitted a wish list for Summer Reading Program. The money would be used for Summer Reading Program materials, as well as two presenters to come in. The amount asked (\$1043) would be equal to the amount that was left from the funds committed at the offsite meeting. A motion was made to spend the remaining funds committed at the offsite meeting (\$1150) to pay for the Summer Reading Program materials and speakers. Motion was seconded and passed.

Ray presented the budget for 2016, to be approved by the board. There was discussion about recording in the budget, the board’s efforts to be more intentional about spending down some of the surplus. Ray will make the changes and send the budget out for final approval and will then send on to Jeannette for submission into the Challenge for Charities grant.

Motion was made to approve the budget. Motion was seconded and passed.

- **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**

**Adjourn (Ray)** – The next meeting will be Thursday, April 14 at 6:00pm