

LLFA Board Meeting Minutes

May 19, 2016

LLFA Staff Present: Ray Charles, Rod Haper, Jeannette Woodward, Kathryn Primrose, Mary Wendel, John McMahon and Kathy Sanderson

Library Staff Present: Tina Jayroe

Call to Order (Ray)

General Business

- **Review and Approve Agenda** (Ray) – Ray added extra items after he sent the agenda to the board via email. Motion was made to approve the agenda with the additions. Motion was seconded and passed.
- **Review and Approve Minutes of April Meeting** (Kathryn) – Motion was made to approve the minutes. Motion was seconded and passed.
- **Treasurers Report and Approval of Outstanding Bills** (Mary) – Treasurer's Report was accepted. There were two outstanding bills: postage and website renewal. Motion was made to approve the outstanding bills. Motion was seconded and passed.
- **Correspondence** (Mary) – Newsletter was received from Love Packages (an organization where the Book Nook has sent bibles in the past). Wyoming Catholic College sent an annual appeal letter.

Reports

- **Book Nooks** (Mary) – Mary submitted a report on the Book Nook. Ray asked Mary if the Book Nooks donate books to Rocky Mountain Oncology; Mary said they do not, but will look into it. They continue to take books to the hospital (dialysis center), the Lander Bake Shop and the Food Bank (cook books).
- **Branch Manager Report** (Tina) – End of year money is being spent on collection development. With the proposed budget, (a 9.9% cut) no hours or staff will be changed/eliminated. The Big Horn Sheep restoration group is interested in the back issues of the Wyoming Wildlife Magazines. The book bike will be in the Fourth of July parade.
- **Directors Report** (JoAnn) – JoAnn was not present at the meeting.

Action Items

- *Ongoing Business*
 - Advocacy

- **Newsletter – Review & Finalize** (Rachel) – Rachel was unable to attend the meeting. The board made edits and suggestions; Kathy will send a marked copy to Rachel to make changes.
 - **Rotary Meeting, Debrief** (Rod) – Rachel put a presentation package for the meeting; Ray presented during their weekly lunch meeting. Rod commented that the presentation was well received by the group. There are some questions about the library overall, as well as LLFA specifically.
 - **Brainstorm Advocacy Ideas** – Ray suggested talking to Kiwanis and Lions; Mary suggested Epsilon Sigma Alpha, PEO groups and United Methodist Women’s group.
 - Program Support
 - **Fundraiser concert Status** (Tina) – Advertising has begun for the June 2 event. LLFA will pay for the newspaper ad (\$50), the Riverton Friends group will also be contributing to advertising costs. Kathy and Ray volunteered to take money/donations at the door.
 - Fund Raising
 - **Challenge for Charities 2016 Volunteer Efforts** (Mary) – Jeannette will write a piece on Fremont Therapy (a platinum sponsor). Kathryn will write an article about Lander Valley Wetland Preserve and Mary will write an article about Big Horn Restoration Group. Articles are due as soon as possible.
 - **Mailing List Status** (John) – John and LLFA members have been updating the list in Google Drive. Tina provided an updated a contact list for library staff.
 - **Plan for Mailing, additional brochures** (Ray) – Stamps, envelopes and return address labels have been purchased. Follow up will be made to see if C4C will provide return envelopes. Kathy will coordinate with Rachel once the newsletter has been finalized to get them printed. Ray and Kathy will look into how more brochures could be printed (about 40-50 extra copies are needed).
 - **Lighting** (Tina) – Tina provided an estimate from Boyle Electric about the lighting upgrades. Ultimately, the Library will need to come up with a project or combination of projects that costs around \$10,000.
- *New Business*
 - **Better World Books Contract & Organization** (Tina) – Tina wanted to know who will hold the contract (the Library, LLFA or each could have their own contract). It was decided that LLFA will hold the contract and receive

any proceeds. BWB provides the boxes and the labels; the library or LLFA will call UPS to schedule a pick up.

- **NT Live (Tina)** – NT Live is in need of funding in order to continue for the next year. Ray has asked Tina to provide more information about the number of shows broadcast, attendance and annual cost.
- **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)** –
 - Mary will contact Rocky Mountain Oncology about book donations
 - Kathy will send the newsletter edits to Rachel
 - Rachel will make newsletter edits and send back to Kathy
 - Kathy will send newsletter to printer (200 copies)
 - Ray will ask C4C about return envelopes

- Ray and Kathy will research options for printing additional C4C brochures
- Jeannette will write an article about Fremont Therapy
- Kathryn will write an article about the Lander Valley Wetland Preserve
- Mary will write an article about Big Horn Restoration
- John will continue mailing list updates up to the June 1st meeting and will bring copies to the meeting.
- Ray will check with Chamber on 4th of July parade entry fee.
- **Agree June meeting timing** – Wednesday June 1 will be the regular meeting as well as the mailing coordination meeting.

Adjourn (Ray) – Next meeting will be Wednesday, June 1 at 6:00pm.