

FRIENDS OF THE PAUL SAWYIER PUBLIC LIBRARY
JANUARY 9, 2023

PRESENT

Board Members: Linda Atwood, Mary Lynn Collins, Dudley Ellis, Chris Evans, Donna Farmer, George Fowler, Audrey Gilbert, Arba Kenner, Lori Macintire, Judy Martin, Margie Moore, Leah Ritter, Julie Roney, Jean Ruark, Judy Stratton, Pat Thomas, Russell Wright, and Charlene VanWinkle

Others: Cloyd Stratton

The meeting was called to order at 5:00 PM by President Arba Kenner in the Community Room and via Zoom. She asked Secretary Charlene VanWinkle to call the roll of the board members.

APPROVAL OF MINUTES

The minutes from the December 12, 2022, Friends Board meeting were sent to members prior to the meeting by former secretary Arba Kenner. They were approved as corrected. November minutes also approved and now include the book sale financial report.

TREASURER'S REPORT

Chris Evans presented the December 2022 treasurer's report (attachment #1). Debits were for taxes and deposit slips. Checks written for the volunteer luncheon, decorations, bookmarks for the store, stamps, and staff appreciation gift cards.

MEMBERSHIP REPORT

Dudley Ellis gave the membership report. He reported for December 2022 there were 15 new or renewed members. We have 472 members in good standing. Our database contains 2093 contacts. There were 11 renewal notices sent.

FINANCIAL REPORT

Cloyd Stratton presented the December 2022 bookstore financial report (attachment #2). He explained the arrangement of the reporting form: 3 sets of 4 months each divided into cash, credit cards, and totals. December credit card sales amounted to 36.2% of the total for the month. The store was closed several days for Christmas and New Year's holidays; there were sales on the Fridays when the book store was open for workers. Cloyd discussed the total sales figures for 2022. Two book sales were held during the May-August reporting period. A reporting error involving sales from non-open days has been corrected on the yearly report. Julie Roney will coordinate with Cloyd to produce future Bookstore Financial Statements. Cloyd will continue to produce reports from book sales and coordinate with Mail Chimp, our bulk email system. Every May, the financial reports are reviewed by Russell Wright and Dudley Ellis.

Donations received from Amy Ballard, David & Margaret Leeco, and Rabbi Glickman & his wife. Thank you notes sent by Cloyd Stratton on behalf of the Friends. A letter was received from Rabbi Glickman as a response to our thank you note. Mary Lynn Collins read the letter and noted that Rabbi Glickman and his wife are Friends with over 5,000 library/friends organizations across the country.

BOOKSTORE/BOOK SALE REPORT

Mary Lynn Collins reported the bookstore recently added leftover books from the Kentucky Book Festival. She posts bookstore news weekly on the Friends Facebook page and asked that everyone like and share these posts.

Judy Stratton reminded everyone of the next book sale January 31-February 4 with set-up on January 30. The overflow donated books have been removed from two garage parking spaces along with the donation cage being cleared. Paula Faught, Outreach Librarian, continues to supply, from the book sale cages, local fire stations with reading materials and has been leaving materials, including children's books, in local laundromats.

Thank you notes received from Circulation Clerk Nolan Dziubakowski for the appreciation gift card and the Library Media Specialist from Buckhorn and Robinson Elementary Schools in Perry County for the books delivered by Tressa Brown. A Christmas card was received from former director Donna Gibson.

COMMITTEE REPORTS and COMMITTEE ASSIGNMENTS

Employee Grant for Education Committee - Pat Thomas, Chair, explained the PSPL Employee Grant for Education. PSPL employees may apply for grants up to \$500 for continuing education in library services. Current committee members include Jean Ruark, Dudley Ellis, and Charlene VanWinkle.

Historical Marker Committee – Russell Wright, Chair, explained the Friends want to establish a historical marker recognizing the first non-school-related African-American library in downtown Frankfort. This project is on hold due to proposed construction in the Mero Street area. The Frankfort City Historian is working on a related project, and Russell Wright hopes to coordinate our efforts to recognize this library. Dudley Ellis serves on the committee.

Project Proposal Committee – Pat Thomas, Chair, explained this committee reviews, researches, and presents recommendations for funding requests over \$1000. These requests usually come from the Library Director as the purpose is to support the library. The latest project funded by the Friends is the portable stage in the River Room. Requests may be One-Time Purchases such as the stage or Continuing/On-going. The current On-going projects are: Employee Grants for Education, Summer Reading Program, Historical Marker, Scholarships, and Employee Appreciation Gift Cards. Current committee members include Linda Atwood, Judy Martin, Judy Goddard, and Russell Wright.

Scholarship Committee – The Friends provide and publicize two \$1000 scholarships to local students entering college/university. Judy Goddard serves as chair of this committee with current members Donna Farmer, Jean Ruark, Manoj Shanker, and Charlene VanWinkle.

Public Relations - This committee is responsible for the Friends Social Media Accounts and coordinates the Friends web page with Ernie Dixon, Web/Technologies Librarian. This committee is tasked with finding ways to publicize the library and the work of the Friends. Judy Stratton is the liaison with Ernie Dixon as she provides book sales information; she will check on having the Friends minutes included on the webpage. The members of the committee are Mary Lynn Collins and Audrey Gilbert. A chair and additional members needed.

*** New board members were asked to select a committee/committees on which to serve.

NEW BUSINESS

Mary Lynn Collins reported that February 9 is Advocacy for Libraries Day at The State Capitol. Volunteers work in the Annex to coordinate the visits to legislators and the distribution of the yellow M&Ms packets. Prior to 2020, the Friends held a reception in our building the day prior for state library personnel/advocates attending. Jean Ruark will advise if a reception is needed this year since it is a “short” legislative session.

Arba Kenner presented ideas suggested at the Friends of Kentucky Libraries Meeting. Suggestions included: extra bookstore discount during birthday month, Open Houses, jewelry sales, bookmarks with book sale dates, special sales highlighting certain authors, wrapping books bought as Christmas presents, and selling special candy bars with the logo on the label. A photo of the Warren County candy bar was shared.

LIBRARY NEWS

Library Director Jean Ruark reported the staff is currently working on establishing a “Library of Things”. Plans include a conversion station for changing VHS materials to digital and a check out system for specialty tools. She discussed a possible collaboration with the book store for the sale of flash drives for the digital conversions. Arba Kenner asked about a seed library. That is not on the current list but could possibly be a future project with the Master Gardeners. Jean will add the Employee Grant for Education information to the staff-only web site. Of interest to Kentucky libraries is a current bill in the state legislature limiting the price libraries pay for digital materials; Jean explained purchasing digital materials is expensive and materials must be re-purchased after a certain time period.

NEXT MEETING - February 13, 2023, at 5 PM in the Community Room and via Zoom.

ADJOURNMENT -The meeting was adjourned at 6:10 PM by President Kenner.

Submitted by Charlene VanWinkle, Secretary