

**SOLDOTNA LIBRARY FRIENDS – BOARD OF DIRECTORS**  
**Minutes for Monthly Meeting held on March 13, 2024 at 10:15 am**

**Attendance:** Joan Merrick (President), Jane Fuerstenau (Winter Vice-President), Pam Joslin (Treasurer), Barbara Olson (Secretary), Vicki Johnston-Freese, Jane Gabler, Romi Haseo

**Absent:** Mary Lou Wilcox (Summer Vice-President), Heather Rasch

**Guests:** Stacy Kline (Assistant Librarian)

- 1) **Call to order at 10:19 am:** Joan Merrick called the meeting to order.
- 2) **Approval of Agenda (Packet A):** Romi moved, Vicki seconded, agenda approved.
- 3) **Approval of minutes from February 14, 2024:** Jane F. moved, Romi seconded, minutes approved.
- 4) **Treasurer's Report (Packet B and C):** Pam
  - The reports cover January and February. We began the year with \$42,179.76 in the bank. Income from successful January and February book sales was \$1,334.73 and \$1,208.05. We received donations from Nick Conner (\$2,000), Thrivent QCD (\$1,268.20), and Kristin Mitchell (\$500 designated for banned books). Expenses were very small in Jan/Feb. The balance at the end of February (bank plus til balance) is \$48,642.20.
- 5) **Book Sale Report:** Vicki
  - The number of patrons and sales for January and February have exceeded last year. In January 2023 there were 89 patrons, but in January 2024 there were 155. In February 2023 there were 102 patrons, but in February 2024 there were 154 people. The amount in sales receipts has been higher for 2024.
  - The credit card payment device wasn't functioning for the February book sale, but sales remained high. Pam and Vicki worked on the device earlier this week. An update had to be installed. Vicki feels that the device wasn't being shut down properly. She has documented the procedures for shutting it down on bright red paper for the volunteers. The device is now working properly.
  - At the February book sale, Vicki put up signs that credit card processing was unavailable, yet sales were quite high. They sold 8 art pieces in February, a \$5 coupon was redeemed, 4 canvas bags were sold, and 6 canvas bags were refilled.
  - Vicki explained why the canvas bags sell for \$15 at the circulation desk yet they sell for \$20 at the book sale. The \$20 price includes \$15 for the bag and \$5 to fill the bag with books. When people come to a book sale with their canvas bag, they can refill it with books for \$5.
  - Vicki has been receiving a lot of older Alaskan books that she knows will be of great interest to some of our patrons.
- 6) **Librarian's Report:** Stacy
  - Programs coming up include their Stuffed Animal Sleepover event, a PJ story time, gearing up for summer reading (Kim and Leslie are spearheading), the gardening series (6 sessions on Tuesdays at 5:30 pm streaming at the library and online beginning March 19).
  - On Monday April 29 from 3-5 pm, the library will celebrate the 10-year anniversary/birthday of the big remodel that was completed in 2014. There will be a large sheet cake in the community room along with a PowerPoint presentation with pictures of the library over the years. Various activities throughout the library will include a selfie booth, activity stations, a display of "staff picks" books, a special scavenger hunt, and large hearts for people to write what they love about their library. They hope the Friends will be able to help with a balloon arch for the selfie booth. Joan talked to one of the staff that they would like the Friends to

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have a presence. They will be having a book walk (like a cake walk but with books). Vicki will check with Mary Lou to see if she can do balloon animals. Pam and Romi both offered to help. Joan and Barbara will be out of town. Romi offered to help with balloons through Fred Meyers, and maybe the cake. They would like to purchase life size games such as Jenga, Connect 4, life sized Chess.

- Pam said the games could probably be purchased out of the Small Projects Fund. Stacy will check with Rachel and report back to Pam.

#### **7) Old Business**

- Attorney review of Articles of Incorporation and Bylaws: Pam (postponed)

#### **8) New Business:**

- Procedure for using Small Projects Fund: Barbara
  - We budgeted \$2,000 for the but need to establish a procedure for using these funds. We used this fund recently to purchase chess sets. We want to make this easy and efficient for the staff. Pam would like to work with Rachel to come up with a procedure that is in line with the fiscal constraints of the city.
- Book Sale Survey planned for March 28: Barbara
  - At previous meetings, we discussed conducting a survey at our book sale to find out how people heard about the book sale and how many books they purchased. This will help us direct our advertising. It will also give us a good idea as to how many books we are recycling back into the community each month. Barbara plans to do this at the March book sale. Jane G. volunteered to help.
- “Meet the Board” on our website needs more info and a group picture: Barbara
  - Barbara did a short write-up on each board member. If anyone wants to change their info, let her know. She would also like to post a group picture.
- Soldotna Visitor Guide: The library ad is on page 39.
- Bulletin Board Volunteer: Our current bulletin board volunteer Suzanne Richards is moving Outside this summer. Courtney Pearson is interested in maintaining our bulletin board. Vicki asked that Barbara send her Courtney’s contact information. Vicki would like her to come see her on a Monday morning at the library.
- Jane Fuerstenau is going to get involved with learning our software system so that we have more than one board member with this knowledge.
- Jane Gabler is going to take over writing thank you notes.
- Donations designated for Banned Books: Barbara asked how these funds have been used. Pam said she will ask Rachel about this.
- Romi asked if people could specify how their donation is used. Pam explained that this is one of the reasons we have a policy in place that requires us to vote before accepting any donation of \$500 or more. Donors can designate funds toward existing program. They cannot specify funds to create a new program without the library’s approval. Examples of acceptable designated donations would be for the Story Walk® or the Banned Book Club, both of which are existing programs.
- Legacy Donations/Memorial Donations - Discussed placing information on our website about making legacy donations. Pam will research this with United for Libraries. Pam is also going to research memorial donations made over the years.
- Vicki wants everyone to think about changing the book sale house to 1 pm to 5 pm, rather than 2 pm to 6 pm. This would allow the volunteers to be home earlier. However, people who get off of work at 5 pm would be unable to shop at our book sales. The hours are on our outdoor banner and on the book sale 2024 date cards that have been passed out to the public. Vicki was asked to compile statistics about how many people come between 5-6 pm

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and bring it to our next meeting. If we make this change, it should probably take place in January.

**9) President's Report:** Joan

- Joan will miss the board meetings in April, May, and June. She talked to Mary Lou about running these meetings.

**Adjournment:** 11:06 am

**Reminders:**

- March 28, 2024 - Next Book Sale from 2-6 pm
- April 10, 2024 - Next board meeting at 10:15 am
- April 15, 2024 - Library Advisory Board meeting at 5:15 pm - Jane F. (other board members are welcome)

**Known Absences:**

- Mary Lou returns March 29
- Joan will miss the April, May, and June board meetings
- Barbara will be gone April 20 to May 10, missing the May 8 board meeting