

Board of the Friends of the Brandywine Hundred Library

Minutes of the Meeting held Tuesday, June, 10, 2014

Members Present: Kay Bowes, Helen Butler, Agnes Galvin, Martha Gessler, Claire Kantar, Michelle -Masitis Mooney, John Stevenson, Lynne Rosa

Members Absent: Natalee Burke, Richard James

Also present: Jean Kaufman, library manager

Welcome and Announcements

President Lynne Rosa welcomed everyone to the library and asked for important announcements. There was discussion about the less than stellar condition of the garden bed in front of the library and the path of bricks at the side that are Friends' responsibilities. Currently the gardener, Henry, is paid a modest sum for eight months of work, but he has no contract or list of specific tasks. Jim Conrad (former president) used to do the weeding himself and is unhappy with the state of the library grounds. It was agreed that a written contract with a detailed list of our expectations should be drawn up and presented to Henry with the understanding that he may require a salary increase.

The minutes were approved with three corrections.

Treasurer's Report

See attached process document for details of income and expenditures.

Mary Bowler also reported that the Brandywine Garden Club, which takes good care of the Children's Garden, has sent a bill for \$313.00. The members volunteer their labor and bill us only for supplies

Librarian's Report

Jean Kauffman reported that she had spent \$4.92 for display items

Ms. Kauffman recently visited the main Brooklyn library where they are fortunate enough to own both Mac and IBM computers and software.

They also have a unique program called *Today's Teens Tomorrow's Techies*. This requires high-school students to volunteer for a two-week summer training program which prepares them to assist library staff and patrons in working with technology in the library. After completing the

course, teens are required to volunteer in the library, helping staff or patrons with technology for at least 3 hours per week for 6 months.

Ms. Kaufman would like to see a similar program at the Brandywine Hundred Library.

An unfortunate incident has occurred in the library. Before a recent "Jitterbugs" program, a patron reported the theft of her wallet from her child's stroller. Currently, a security camera in the Youth Area is being examined for evidence. Ms Kaufman is requesting that patrons be careful of their possessions while in the library.

The Summer Reading Club is doing splendidly with 700 children already signed up.

Ms Kaufman's earlier request that the Friends sponsor some child-friendly additions to the garden -concert series was revisited. Ms. Kaufman was authorized to employ the ice cream vendor currently used by local libraries and also to spend up to \$100 to purchase a bubble machine.

It was decided that the Friends' will set up a table at the summer concerts with membership brochures, list of Friends' achievements, volunteer sign-up sheets, etc. Two board members will staff the table each time beginning on Wednesday, June 18.

The annual staff luncheon will be held on September 4, as Ms. Kauffman wants as many staff as possible to be able to attend. The Friends' will provide food, beverages, decorations, gift vouchers etc. as usual.

Agnes Galvin and Michelle Mastitis Mooney will take care of book sales and refreshments for the author's visit scheduled for Father's Day, June 15, at 1: 30 PM. The book "Life is a Wheel" is about Bruce Weber's solitary cycle ride across the US. In the spirit of the occasion, water and trail mix or cookies will be provided with perhaps a bowl of strawberries to mark the season.

Communications Team Report

John Stevenson did not have an opportunity to evaluate the CharityAdvantage offer forwarded by Helen Butler. While the Communications Team is interested in finding a more user-friendly web hosting service, none has been identified and favorably vetted. The Friends' website is hosted by LISHost with service paid through the end of July. As an invoice for the coming year is anticipated soon and because LISHost will refund unused hosting fees if a client leaves its server, John asked the board to approve a check to renew the current LIS Host service. He moved that the board appropriate \$155 to for LISHost to renew the service for a year. The board voted unanimously to approve the funds and a check was cut during the meeting to pay the anticipated invoice.

Claire Kantar spoke with a CharityAdvantage representative and brought a packet of information regarding the company's web design and hosting services to the meeting.

Since the meeting I have spoken with one client and hope to locate others who can give some sense of how well the CharityAdvantage e-commerce works for organizations who want to take credit cards and manage membership information via the web. I hope to have something substantial to report in July.

Ms. Mooney reported that the Friends now have a P.O. Box, at Talleyville Post Office at a cost of \$80.00 per year. The address is PO Box 8051, Wilmington, DE. 19803-8051. Membership renewals should be sent to this address in future.

Program Team Report

Martha Gessler passed out an information sheet about *The Peacekeepers*, a group of men and a few women who are trying to educate residents about crime in Wilmington. They are willing to give a presentation at the library when a suitable date can be arranged.

Ms Gessler also reported that Dr. Russ, history professor at the University of Delaware has agreed to give a talk on November 5, but has not yet announced his subject. The board agreed that we need to be told the specific topic before approving the event.

Old Business Update

Ms. Rosa wants the by-laws finalized by the next General Meeting.

Highland Orchards will be happy to supply us with apples for gifts during the Membership Drive.

New Business

There were some suggestions about updating the current Friends' web site, including paying an intern to work on it for a few hours per months. Ms. Rosa would prefer to recruit a board member with the required skill set to take over this task. She also asked board members to study the web site and send her comments before the next meeting.

Expenditures Approved

\$313 Brandywine Garden Club supplies

\$100 for a bubble machine for library concerts

\$500 to replenish the library petty cash fund

\$155.00 for LIS Host renewal

Resolutions Adopted

In future, the gardener employed by the Friends should have a written contract with specified duties.

Claire Kantar moved to adjourn the meeting at 8:55PM. The next meeting will be held on Tuesday, July 8, 2014.

Respectfully submitted,

Agnes M. Galvin