

**Board of the Friends of the Brandywine Hundred Library**  
**Minutes of the meeting held March 10, 2015**

**Members Present:** Kay Bowes, Mary Bowler, Natalee Burke, Kate Cummings, Agnes Galvin, Richard James, Angela Holodick, Claire Kantar, Michelle-Masitis Mooney, Lynne Rosa

**Members Absent:** Paula Evans, Martha Gessler

**Also Present:** Jean Kaufman, Library manager

Welcome and Announcements

New Website : Communications Group

Lynne Rosa began the meeting with the main item-a summary of the deliberations of the Communications Group resulting in the choice of a new web-site host, Square Space.

- The Group listed certain requirements for the new site and assessed three possibilities- Charity Advantage, Square Space and Word Press in light of these needs. Richard James had experimented with each of the three and Square Space was found to be the best fit; it also has a renewable yearly contract which gives us flexibility going forward.
- Ms. Rosa announced that she will write the first monthly letter from the board for the website. She has asked Angela Holodick to write the next one, detailing the experiences of a new member.
- The web site will have a membership form and a capacity for paying dues.
- The site needs to be simple and kept up to date with meaningful content.
- Two or three board members will manage the web site and the other members will give their content to them for posting.
- Our goal is to display the work of the board in a positive manner to encourage people to join us and allow us to contact all members.
- Mary Bowler suggested that we go with Square Space and authorized first year expenses of up to \$500.
- Ms. Rosa moved that Square Space is adopted as our new website provider and expect to have it 70% complete by mid-April.
- We still need to get the domain name. John Stevenson has agreed to continue to help us until we are satisfied with our website.
- Ms. Rosa has received an e-mail from someone interested in becoming a board member mid-year. However, our policy is to elect new members during the year only if there is a vacancy on the board. This is not the case at present so there will be no election of new officers until the next General Meeting in December.
- Aspiring board members can attend meetings and volunteer at Friends events or in the library.

Approval of Minutes: The February minutes were approved without changes.

### Treasurer's Report

- Ms. Bowler passed out the Treasurer's update sheet (attached.)
- Four new members signed up this month.
- We have an ending balance of \$53, 831.62 in the Money Market Account and \$3,042.09 in the checking account
- Clare Kantar asked if advertisements had been placed in the play books of Brandywine and Concord High Schools as agreed at the last meeting. Mr. James replied that unfortunately Brandywine's show was already over and he had tried but failed to make contact with a representative of the Concord Players.

### Librarian's Report

- In response to Mr. James' observation that he could not find the Friends' membership forms in the library, Jean Kaufman explained that they are on the table at the end of the checkout queue. She would like to place the Friends' poster there, but it is very large and may not look good in that location. Ms. Rosa added that we need more copies of the new membership brochure. Ms. Holodick agreed to help Ms. Kaufman with the Friends' table and also to go to Staples for copies of the membership form. Ms. Rosa moved that up to \$500 could be spent on membership brochures. The motion was passed unanimously.
- Ms. Kaufman does not need money from petty cash at present.
- The Winter Reading program enrolled 357 children, 54% of whom were active. Prizes included vouchers for an art studio, a sports clinic, the Montessori School, Wilmington Music School, entry to the Rockwood Museum, etc.
- Ms. Bowler suggested asking the Delaware Theatre Company to schedule a program and agreed to call them.
- The IRS, because of financial problems, has greatly reduced the number of tax forms available in the library.
- The AARP continues to help people with their taxes at their table in the library.

### Program Group Report

- Agnes Galvin reported for Martha Gessler that she has arranged for music groups to perform at the remaining summer concerts.
- Lead artists from Opera Delaware will perform arias and songs from famous operas such as Carmen, Lakme and other classics on Sunday, April 26 at 2PM. This program is free and open to the public.
- Ms. Galvin said that she has contacted a potential murder mystery group in Wilmington but would need to give them a date and attendance estimate before they would agree to a

performance. Ms. Rosa suggested waiting on this as there are several Friends' activities, including the membership drive scheduled for the fall.

#### Advocacy Group Report

- Kay Bowes reported that Delaware Legislative Day is on Tuesday, March 24.
- National Library Legislative Day is in Washington on May 4-5
- Friends and library patrons are encouraged to send letters to Delaware legislators affirming their support for libraries. Their e-mail addresses can be found on the Delaware.gov website.

#### Old Business

- Ms. Bowes suggested giving the Friends' broader name recognition with a JanWay texting pen (cost to us 57cents per pen.) It was decided to give these pens, inscribed with the Friends' name and logo to new and renewing members at the Membership Drive in October.
- The library garden issue has not been addressed yet. Claire Kantar will find out about possible help from a garden club that has been mentioned by one of the library volunteers.

#### New Business

- April 12-18 is National Library Week. The library will feature special programs during that week.
- Our Membership Drive will be during National Friends of the Library Week, October 18-24.
- Ms. Rosa is planning a Conference in the fall to be held in the Program Room in the library. The theme will be *The Changing Nature of the Library* and the day will include breakout sessions demonstrating the new technologies that are becoming increasingly important in the library.

As there was no further discussion, Ms. Rosa moved to adjourn the meeting, seconded by Mr. James at 8:10 PM.

#### Motions Passed:

1. Ms. Rosa moved and Ms. Bowes seconded that we adopt Square Space as our website provider and expect to have the site 70% complete by mid-April 2015
2. Ms. Rosa moved that up to \$500 could be spent on ordering new copies of the membership brochure from Staples.

The next meeting will be held on Tuesday, April 14, 2014 at 7 PM in the library.

Respectfully submitted,

Agnes M. Galvin

