

# Board of the Friends of Brandywine Hundred Library

Minutes of the Meeting held Tuesday, April 14, 2015

**Members Present:** Kay Bowes, Mary Bowler, Natalie Burke, Kate Cummings, Paula Evans, Agnes Galvin, Martha Gessler, Angie Holodick Richard James, Clare Kantar, Michelle-Masitis Mooney

**Members Absent:** Lynne Rosa

**Also present:** Jean Kaufman, library manager

## Welcome and Announcements

Richard James (vice-president) welcomed everyone and spoke briefly about the new Friends' website which he has been building since the last meeting and has now almost completed. The new website has been used by several people for new or renewing memberships. So far, we have received \$110.00 in ACH deposits. Two people joined on-line but did not pay, but one of these has sent a check by mail.

## Approval of Minutes:

Claire Kantar moved and Kay Bowes seconded that the minutes of the last meeting be approved with three changes.

## Treasurer's Report:

Money Market Account Balance: \$ 53,845.34

Checking Account Balance: \$ 3,612.96

See attached sheet for details.

## Library Manager's Report:

- Jean Kaufman stated that the library has been working with Delaware Stars for Early Success, which is Delaware's Quality Rating and Improvement System, administered by the Delaware Department of Education.

- A QRIS is a method of assessing and improving the quality of education in early childhood and school-age settings.
- When a preschool or daycare center joins the Stars, the staff are invited to tour the library and are introduced to books and other materials suitable for use with their students. The BHL library is fortunate in having many kits containing multiple sets of the same materials which a group of children can use simultaneously. Thanks are due to Kay Bowes who compiled these kits when she was the children's librarian.
- Richard James asked if the buy-a-brick program was still viable as a patron had expressed interest. Ms. Bowler replied that the bricks have been discontinued as problems arose with bricks cracking, etc.
- Ms. Kaufman added that donations could be given for books, audio visual materials, electronic equipment, furniture, trees etc. Trees make a good memorial and all these gifts are acknowledged with an inscription

#### New Website

- Mr. James reported that the new Friends website (friendsbhl.org) is almost finished and receiving about 15 visits per day. We need to add an events page and integrate with social media. Board members will take turns writing a monthly letter for the site. Angie Holodick is next, followed by Mary Bowler. There is a link from the library website, but most hits have come via Google.
- The recent e-mail blast was opened by 300 people and 21 clicked to the website. These figures are about average for mass e-mailings. However, about half the e-mails in our data base were returned as undeliverable.

#### Code of Conduct

- Agnes Galvin distributed copies of a potential list of guidelines, designed to ensure respectful and honest and open communication between board members.
- Ms. Galvin will make some suggested changes and bring copies ready for members to sign to the next meeting.

#### Garden Report

- Claire Kantar presented a report on the library garden situation. There have been some negative comments from patrons and board members, resulting in the board establishing some goals for garden improvement. These are as follows:
  1. More year-round seasonal interest, currently beautiful late summer color.

2. Lower maintenance, currently a need for weekly weeding.
  3. More plant variety, dependent on what type of plants are recommended for location, soil type, and native plant habitat.
  4. Staff entrance, needs TLC
  5. Cost concerns—advertise for additional volunteers including garden clubs.
- After discussion with Henry, the volunteer gardener for the last ten years, Claire Kantar reported that Henry does not wish to volunteer at the library any longer. Ms. Kantar has persuaded him to stay on this year at a rate of \$40 per hour until we find a replacement. He has also agreed to continue to charge us his wholesale cost for plant materials without markup.
  - The board agreed to advertise for a gardener on the new Friends' website.
  - Ms. Bowes moved and Ms. Kantar seconded that the Friends allocate \$945.00 to pay Henry to proceed with mulching, fertilizing etc. on the front beds till the end of May, and on a monthly basis after that until we have found a new gardener.
  - The Canterbury Garden Club would like to beautify the staff entrance. As their members are elderly, they will need some help with heavy lifting, rototilling etc. Ms. Kantar is working with the County and Henry to address their issues, and Henry has agreed to rototill for them.
  - They will not be able vote on taking charge of the staff entrance garden until their next meeting, May 14, which is after our next meeting. However, Ms. Kantar should have a dollar amount for the board to vote on at the May meeting.
  - The club will also need a water source near the staff entrance. Ms. Kaufman said that there is a faucet in the storage shed behind the library, and that a hose running along the ground in that location will not a tripping hazard.
  - Ms. Kantar has spoken with Paul Johnson of New Castle County Grounds. He is willing to plant grass in the parking medians closest to the building instead of using mulch. This will decrease the need for weeding.
  - Ms. Kantar will meet with a Delaware Nature Society Habitat Steward on Wednesday, April 15.
  - She also plans to meet with someone from the Master Gardener's Program and Delaware Horticultural Society.

#### Advocacy Committee

- Ms. Bowes has recently talked one-on-one with Representative Sean Matthews and Senator Kathy Cloutier about the need for library funding. They both have favorable views of the importance of libraries to the community.
- On May 5, she will attend National Library Legislative Day in Washington DC.

- On May 6-8 she will attend the MLA/DLA Joint Annual Conference in Ocean City, Maryland.
- She recommends viewing a Webinar shown March 4 on “Challenge Books”.
- On the Friends of the Newark Free Library’s website, there is an article about tutoring students in public libraries. The study rooms at the BHL library are used by many tutors and their students.
- All IMLS funding is in jeopardy as a bill now in Congress would eliminate it for the remainder of the year. Board members and library patrons should write to representatives and senators to protest against the passing of this bill.

#### Program Committee

- Martha Gessler reported that she has hired bands for the last two concerts of the library summer concert series, Clarion Brass for July 15 and Whirled Pease for July 22. The Friends will have a membership table at these concerts and serve ice-cream or some other treat at the final one.
- She reminded the board of the Opera Program at 2PM on April 26. Members of Opera Delaware will perform arias and songs from various opera. Refreshments will be served and we hope to have a good attendance. Board members should spread the word to friends and neighbors.
- Program Committee members plan to meet with Greta White and Ms. Kaufman at 6:30 PM before the next few board meetings to ensure event coordination.

The meeting was adjourned at 8:05 PM.

#### Motion Passed

- Ms. Bowes moved and Ms. Kantar seconded that the Friends allocate \$945.00 to pay Henry to proceed with mulching, fertilizing etc. on the front beds till the end of May, and on a monthly basis after that until we have found a new

The next meeting will be held on Tuesday, May 12, 2015 in the library.

Respectfully submitted,

Agnes M. Galvin



