

Friends of the NVDPL Annual General Meeting

DATE: September 28, 2017

LOCATION: Lynn Valley Main Library 3rd floor Meeting Room
1277 Lynn Valley Rd, North Vancouver BC V7J 2A1

PRESENT IN PERSON:

Catherine Rickey, *President*
Marge Zieroth, *Vice-President*
Barb Downman, *Treasurer*
Helen Liang, *Secretary*
Marina Bailey, *Member*
Ron Charles, *Member*
David DeMuyndck, *Member*
Brendan Rowell, *Member*
Shirley Stockdill, *Member*

1) CALL TO ORDER

The 21st Friends of the NVDPL Annual General Meeting was called to order at 7pm by President, Catherine Rickey.

2) REVIEW AND APPROVAL OF AGENDA

President, Catherine Rickey, gave copies of the agenda to all persons present and asked for review.

On a motion made by Helen Liang, seconded by Barb Downman, it was **RESOLVED** that the agenda be approved and adopted.

3) REVIEW AND APPROVAL OF 2016 AGM MINUTES

President, Catherine Rickey, circulated copies of the 2016 Annual General Meeting minutes to all persons present. There being no discussion of the minutes, the Acting President asked for a motion to approve the 2016 AGM minutes.

On a motion made by Shirley Stockdill, and seconded by Marina Bailey, it was **RESOLVED** that the minutes of the 2016 Annual General Meeting of the Friends of the North Vancouver District Public Library be approved and confirmed.

4) PRESIDENT'S REPORT

President, Catherine Rickey, presented an oral report of the activities carried out since the 2016 Annual General Meeting. The major activities completed and the challenges faced by the Friends of the North Vancouver District Public Library during the previous year included the following:

- The Friends have been very successful this past year due to the hard work of the members
- Deborah Hudson (a recent hire with the NVDPL as Business Manager) along with Meaghan Crowe have been invaluable supports
- \$2241.90 was given by the Friends to support the NS Writer's Festival
- \$5000 given to support the Summer Reading Club for children and adults. The NVDPL led the province for registrations per capita
- Friends have consistently provided volunteers for the Art Receptions
- Friends held 3 book sales since the last AGM and raised a total of \$15,359

Friends made a number of changes to the book sales to try to increase their effectiveness:

- Book sales now have fewer categories which makes set up easier
- Members' night was hosted on the Thursday before the regular sale – not well attended
- Canvassed four high schools for student volunteers to help out
- Discovered that 10 pallets hold the maximum number of books that volunteers can manage per sale
- Librarians have helped enormously by sorting books into broad categories before they get boxed
- Most magazines have been eliminated for the sales (heavy, take up space, and no profit)
- Tried power hour prices for Sundays to encourage people to take leftover books
- Have tried a cart with better books at an increased price
- Served pizza at cleanup to entice students to volunteer
- Shared books with the NS Rotarians and received \$250 for the donation
- Shelley Pelech and Marina Bailey volunteered to help out at a pop up sale at the Capilano Branch in September
- High-quality book marks created this year to advertise of all three 2017 book sales (cost \$328.63)
- Experimented with placing ads on Craigslist and Kijiji to advertise the book sales
- Next book sale October 20-22nd 2017

The library is developing a plan to implement a digital creation lab (story lab). This will provide access for people to tell their stories, reproduce books for the blind, video creation with a blue screen, etc. In our May meeting, the library made a formal request to support the lab. It was resolved that funding in the amount of \$25,000 for 2017 be approved and agreed that funding in the amount of \$10,000 for 2018 and \$10,000 for 2019 (should we have sufficient funds).

The Friends need to transition to BC's new Societies Act by November 28, 2018. As a first step, the Friends have already requested and received the "official" version of the existing Constitution and Bylaws on file with the Government of British Columbia. The next steps will involve reviewing the current bylaws and rewriting them to comply with the new Societies Act before bringing them forward to a meeting of the Friends membership for a special resolution vote. Once the revised bylaws gain approval by the membership, we can complete the transition process by electronically filing the new bylaws.

5) TREASURER'S REPORT

Barb Downman, Treasurer, distributed copies of the 2016 financial statements as filed with the Canada Revenue Agency and provided a verbal summary.

- As of December 31, 2016, the Friends had total assets of \$31,723.23
- Revenues for 2016 were \$16,563.04. The bulk of this revenue was from the three book sales (\$14,263.00) and from sales of limited edition "salmon" prints (\$1,575.00).
- Expenditures for 2016 were \$8,846.94. The largest expenditure was a \$7,740.93 donation to the NVDPL: (Summer Reading Program, \$5,000; the North Shore Writer's Festival, \$2,141.30; live plant purchase, \$599.63).
- The annual Insurance premium \$913.00 was the largest "true" expense.

Year to Date 2017

- As of August 31, 2017, the Friends had total assets of \$35,027.81 (a net increase of \$3,304.58 from December 31, 2016). Of these assets, \$25,000 has already been committed for 2017 to support the development of a Digital Creation Lab at the North Vancouver District Library.
- Revenues year-to-date are \$11,578.49 with the bulk of that being the proceeds from the two book sales (\$10,253).
- Expenditures year-to-date are \$8,273.91 with the bulk of that being a donation to the NVDPL (\$7,241.90) to support the Summer Reading Program and the North Shore Writer's Festival.
- Insurance (\$650) and professionally printed advertising bookmarks (\$328.63) have been the only significant "true" expense to date this year.

6) MEMBERSHIP REPORT

Barb Downman, Treasurer, presented an oral membership report. She reported we have 69 members who are in good standing.

The new membership year will begin January 1, 2018. In late October/early November renewal forms will be sent by e-mail (or regular post if no e-mail) to all current members reminding them of the need to renew their membership for 2018. Last fall, at the suggestion of member Shelley Pelech, we experimented with using a raffle draw to entice members to renew their memberships.

Discussion ensued about whether this should be implemented again in 2018. The idea was received favorably and other ideas put forward by members present. These ideas will be discussed further at the next monthly meeting.

Marina Bailey suggested selling Friends' totes at book sales. This idea was favorably received and will be brought up before the first 2018 book sale. Barb Downman suggested getting the teens involved in design.

Other fund raising ideas brought forward: Shred-it campaign, coffee sales, chocolate sales, popular author talk (Alexander McCall Smith, etc.)

7) QUESTIONS FROM THE FLOOR AND NEW BUSINESS

President, Catherine Rickey, asked for questions from the floor.

David DeMuyne suggested giving an inexpensive brochure to patrons at the book sale to increase awareness of the Friends and to increase donations.

Barb Downman suggested putting out a donation jar at the cash table. Ron Charles suggested a visible glass jar on the cash table for donations.

David DeMuyne asked about having 4 sales instead of 3 since our goal is fund-raising. Barb Downman gave some reasons for not doing this: book sale dates must be chosen one year in advance for room booking, difficulty getting volunteers, and unsure of number of pallets available. This will be discussed again at the next meeting.

Ron Charles suggested a fund-raising quiz night (with gifts from local merchants). This idea was well-received and Ron will look into this further.

8) ELECTION OF 2017/2018 OFFICERS

Barb Downman, Treasurer informed the members present that the positions of President, Vice-President, Secretary and Treasurer are required under our bylaws.

The following members volunteered to stand for office for the 2017/2018 Friends of the NVDPL Executive Board:

Catherine Rickey, Marge Zieroth, Barb Downman, Helen Liang

Additional nominations/volunteers were called for, but as none were received, the President, Catherine Rickey, declared that nominations be closed.

On a motion duly made by David DeMuynck, seconded by Brendan Rowell, and approved by all votes cast, Catherine Rickey, Marge Zieroth, Barb Downman, and Helen Liang were elected to respectively serve as President, Vice-President, Treasurer, and Secretary of the 2017/2018 Friends of the NVDPL Executive Board.

9) ADJOURNMENT

There being no further business, the meeting was adjourned at 6:55 pm by President, Catherine Rickey. All attendees were invited to partake of refreshments following the meeting. The next Friends meeting is scheduled for Thursday, November 16th, 2017 at 7 pm in the 3rd floor Lynn Valley meeting. Barb Downman will contact Meghan to book the room.