

Friends of the NVDPL Executive Board Meeting

DATE: 15 March 2017

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

PRESENT IN PERSON:

Catherine Rickey, President
Marge Zieroth, Vice-President
Barb Downman, Treasurer
Helen Liang, Secretary

Meghan Crowe, NVDPL Communications/Events
Coordinator
Hin Lee, Member

1) CALL TO ORDER

The meeting was called to order at 1:05 pm by Catherine Rickey.

2) ADOPTION OF MINUTES OF THE MEETING HELD ON 15 February 2017 AND ADOPTION OF THE AGENDA.

Hin Lee moved, Barb Downman seconded, that the Minutes of the Meeting held on Feb. 15, 2017 and the agenda be adopted as distributed. Carried.

3) LIBRARY REPORT AND MATTERS ARISING

Meghan Crowe brought up the following library matters:

- The Lynn Valley Circulation renovation will continue until the end of April. So far, the project is on-time. Meghan brought an information printout about the renovation for any interested Friends.
- North Shore Writer's Festival will take place April 7th and 8th with the North Vancouver City Library hosting; the library requests the Friends support with \$2500 and 3 - 4 volunteers for the Welcome Booth and set-up (this event is the same weekend as the next Art Reception). A meeting is to be held tomorrow to discuss the exact volunteer requirements and Meghan will keep the Friends' updated.
- Art Reception "City in Flux (Work in Progress)" will be held April 8th 2-4 pm and also requires 1-2 volunteers.
- Box of Friends' water bottles will be available for the next Friends' AGM.
- Noah brought back the elevator fob. Meghan will determine if it is a "master". If not, she will pass it along to Catherine.
- Meghan brought catalogues for book carts. She asks that these be returned after we have made our choices for cart(s) to be used at the next book sale.
- Library staff will help with cleaning out the Friends' office. After a date has been set-up, it can be done in one day. Meghan will check on appropriate shelving. Barb thought Deborah preferred we use freestanding shelves rather than wall-mounted which can damage walls. Barb will label the items that we need to remove so we can determine where to send them. Hin Lee also kindly offered to help with this project.
- A book sale poster was provided and needs to be edited with changes before the next sale.
- Meghan printed off some options for new Book Sale signage – exterior sandwich boards and interior signage. She also provided magnetic car door sign options. Discussion ensued as to what type of signage & how much information needs to be on the signs. No decisions made at this point.

4) TREASURER'S REPORT

Barb Downman, Treasurer, advised we currently have \$37,037.95 in the Friends' account. Charity tax return has been mailed off to the CRA.

5) MEMBERSHIP REPORT

Barb Downman advised that the Friends have 61 fully paid-up members.

6) REVIEW OF BOOK SALE

Catherine Rickey updated all present on the student volunteers at the last book sale. These volunteers were greatly appreciated. We need to have a contact number (at the next sale) so that the students can call if there are any questions/concerns. Next sale should have an on-call manager responsible for each day.

Catherine will try to provide a "shift sign-up" app before the next book sale to make scheduling easier. It was agreed that the Friends should have the first choice of available shifts; then the students can fill in shifts left over. No limit should be set on the number of volunteers per shift because the extra volunteers helped to keep the items organized and attractive. Ten pallets seemed to provide the perfect number of boxes. The equivalent of 3 pallets (150 boxes) was left over for pick-up on Monday morning.

Barb discussed increasing the book sale cash float by \$200 (in fives). Barb can add an envelope full of fives in the Friends' office if necessary. Meghan said that TD staff are agreeable with providing change. Decision was made to start with increasing the float and see how it goes.

Barb mentioned a cheque for \$250.00 was received from the Rotary Club of Lions Gate in recognition of the books provided by the Friends to the Rotary Club for their recent sale. The Friends appreciate this donation and added the amount to the book sale totals. With this donation, the February book sale revenue is \$5,593 (\$5,343 + \$250).

Catherine will send out a "thank-you" email to the Friends' volunteers to let them know the proceeds from the last sale.

T-shirts or aprons (and other promotional items for volunteers) and changes to the book sale prices will be discussed at the next sale. Aprons can be collected after the sale and washed. Meghan says that library branding is being worked on; this will give an idea of colors that could be used for future promotional items.

8) NEW BUSINESS

Barb considers we should host the AGM in the fall. We are permitted to have the meeting any time in the calendar year. Catherine would like to have it before October. Barb needs to work on changes to the Bylaw and would like to host it in September. Barb says people need to be given at least 14 days' notice. Tentative date chosen is Thursday, September 7th, 2017 at 7 pm in the Lynn Valley 3rd floor meeting room.

Barb says the intent of choosing the date/time is to choose a time that the majority of Friends' members can attend.

Next book sale is June 1st to 4th. Meghan will look after opening the building and locking up after the sale on Sunday. Discussion was made as to whether we should have a Thursday night sale and not have a Sunday. However, Sunday was very busy and a lot of sales were made that day. No decision made yet to change dates.

9) ADJOURNMENT AND NEXT MEETING DATE

There being no further business, the meeting was adjourned at 2:25 pm by Catherine Rickey. The next meeting will be held on Thursday, April 13, 2017 at 1 pm in the Lynn Valley Library Boardroom.