

Notes from the September 21, 2022 meeting:

FRIENDS OF THE NORTH VANCOUVER DISTRICT PUBLIC LIBRARY

Executive Meeting: September 21, 2022 @1:00 pm

Boardroom: Lynn Valley Library

Agenda

1. Call to Order

2. Note Attendees: Hin, Marge, Meghan, Rita, Jo-Anne (Marge, Hin were at June meeting)

3. Absent: Catherine, Gayle, Marni, Christine, Marti

4. Review and Approve Minutes from the Last Meeting (June 2022)

June minutes not approved at September meeting.

5. Treasurer's Report:

Marge received a donation cheque from Telus in amount of \$148.00

Benevity is a Calgary-based company that provides charitable donation-management and grant-management platforms. Telus employees donated through the Benevity app.

- Catherine to send thank you note. Marge will send information to Catherine.

Fund distribution for library programs:

- \$10,000 for children's space at Capilano Library
- \$1,700 for writers' festival
- \$4,500 for summer reading club

6. Library Report

- Meghan expressed Library's gratitude to the Friends for their ongoing support
- Reading medals handed out in September. Over 33,000 children participated this year.
- The October book sale is listed in the North Shore News event section of their website.
- The library will advertise the book sale in the North Shore News between Oct 5-12 (I think – please confirm this)
- North Shore News doesn't send photographers anymore. We organize our own photo shoot with Meghan's assistance.
- The cash box can be picked up from the library at 9:30. The volunteer can knock on the library door.

7. Membership Report

45 members of which 13 are new members

Hin and Jo-Anne will work together to send the call for volunteers email soon.

To be followed by the student volunteer request to school contacts.

8. Upcoming Book Sale

Jo-Anne sent event information to CBC's North by Northwest

Setup: The library has approximately 8 pallets.

- Wednesday, October 19 10:00 – 4:00 pm
- Thursday October. 20 10:00 – 4:00 pm

Sale

- Friday, October 21 10:00 am – 4:00 pm

- Saturday, October 22 10:00 am – 4:00 pm
- Sunday, October 23 10:00 am – 2:00 pm all items ½ price

Discussion:

Time to pick up the cash box from library staff was resolved. The box can be picked up at 9:30 each day from the staff. Volunteer knocks on the door before 10 am to request the box.

Cash desk instructions to be reviewed and posted for each shift.

Clarify differences between soft cover, pocket books- display them

Update the price sheets with examples.

Ensure volunteers are identified with tee shirts or lanyards.

Ensure adult is with student at the cash on desk each shift.

Ensure the last shift of the day volunteer knows to hand over the cashbox and key to the Library staff. Make sure doors are locked and key is put inside the cash box

Confirm who responsible for the key and locking up at the end of each day.

At the end of each shift volunteer removes excess cash, hand over in a sealed envelope to library staff for safekeeping.

Marge may not wish to pick up cash box or lockup each day?? To be confirmed.

9. New Business

Discussions to review

- Book donation criteria – Do we want to have another book donation day???? How to we organize it, who reviews the donations, etc. How do we train the members and public to donate good material?
- Category signs for Book sale– Gayle, Meghan have signs printed. We laminate them - ahead of the book sale not the days of??? To be confirmed
- Volunteer tasks and have copies on hand for each day/shift at the Book sale
- Street sign update – Marge will report on this in November meeting
- Upcoming 2023 dates for book sales

10. Date and Time of Next Meeting: 3rd Wednesdays @1:00 pm Lynn Valley Library

- November 16 - last one of 2022? .
- October 19 meeting cancelled.

Meeting adjourned at 2:00 pm.