

Friends of the NVDPL 22nd Annual General Meeting

DATE: November 4, 2018

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 and Interim Treasurer*
Barb Downman, *Treasurer (not present)*
Hin Lee, *Interim Membership Liaison*
Helen Liang, *Secretary*
Meghan Crowe, *Communications/Events Coordinator*
Marina Bailey, *Member*
Nan Henderson, *Member*
Kathie Langman, *Member*
George Nieto Budich, *Member*
Shirley Stockdill, *Member*

1) CALL TO ORDER

The 22nd Friends of the NVDPL Annual General Meeting was called to order at 1:05pm by President, Catherine Rickey.

2) REVIEW AND ADOPTION OF AGENDA

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

On a motion made by Kathie Langman and seconded by Hin Lee, it was **RESOLVED** that the agenda be approved and adopted.

3) REVIEW OF 21st AGM MINUTES DATED 28 September 2017

The President, Catherine Rickey, circulated copies of the 2017 Annual General Meeting Minutes to all present. There being no discussion of the Minutes, the President asked for a motion to approve the September 28, 2017 AGM Minutes.

On a motion made by Kathie Langman and seconded by Hin Lee, it was **RESOLVED** that the Minutes of the September 28, 2017 Annual General Meeting of the Friends of the North Vancouver District Public Library be approved and adopted.

4) PRESIDENT'S REPORT

President, Catherine Rickey, presented an oral report as follows:

Welcome to the 22nd Annual General Meeting of the Friends of the North Vancouver District Public Library.

I would like to thank the executive for their contributions and hard work over the last year. We have had a bit of an upheaval with Barb Downman leaving because of medical issues. She handled both the membership and Financial executive positions. However, Hin Lee and Marge Zieroth have both stepped in and have assumed the responsibilities. This has had a great impact on the success of the Friend's over this last year.

Helen Liang has resigned as Secretary. We wish her well and hope that she continues on her involvement as a member at large.

I would also like to thank Jacqueline van Dyke, Meghan Crowe and Deborah Hudson for their interest, contribution and ongoing involvement with the Friends. They come to the table with suggestions and enthusiasm and the resources of the library and have been very responsive to our needs.

We spent some money this year:

1. We supported the 2018 North Shore Writers Festival. This is a festival which is a celebration of readers and writers on the North Shore. It took place in April this year at the North Vancouver City Library. (As an aside, it is funded by The Friends of the North Vancouver City & District Libraries as well as the West Vancouver Memorial Library). We match the funds of the other 2 Friends contributions. We were pleased to donate \$2500 for this event.
2. The Friends supported the 2018 Summer Reading Club. There was outreach to schools, book prizes and a medal ceremony. We gave the Library \$6000 to help fund this terrific program. There were almost 4000 kids registered and 60 completed adult ballots. Again, a huge success.
3. Lastly, we were very pleased to help the Library for Story Lab funding which is a new resource in the District of North Vancouver. More on this to follow from the library as it develops but we were happy to financially support the development of this StoryLab with a cheque for \$25,000.

We raised some money this year through our book sales and salmon prints and Marge will speak to that in her Treasurer's report.

Some of the highlights for us in our books sales:

- We have had many student volunteers to help us. Teens came from STA , Argyle, Carson Graham , Windsor and an amazing group from Bodwell who were wonderful with the clean up. Pizza for the cleanup crew goes well here!
- We discovered that 10 pallets is about the ideal number of books. Therefore, fewer books, better quality and better organized with great volunteers.
- A huge shout out to the librarians for continuing to categorize the books for us.
- We also had a check list, layout and map of room, confirmation for book pickup, volunteer recruitment through high schools, as well as updating volunteers with our intake at the end of each sale.
- We had a special cart for valuable books at an increased price. Many of them are donated.
- We again had high quality books marks to advertise all of our sales. They were very popular and even though our sales are done for the year they still advertise Friends memberships.
- We had a spare change “donation” box available at the book sales which was handy for people’s spare change (last sale raised an additional \$75 in revenue).
- The Parkgate library had a gorgeous display to advertise membership for the Friends. They used a collage of book sale photos. Great advertising for us.
- We still have salmon prints available for sale.

Plans for next year:

- Increase our volunteer base; perhaps with seniors centres in the area and with high schools.
- Confirm changes and transition to new by-laws & constitution format
- Continue to support children & adult reading clubs/NS writers festival and other Library projects as needed (including the very exciting StoryLab)
- Book sales (which have already been scheduled).

5) FINANCE REPORT

Marge Zieroth, *Vice-President and Interim Treasurer*, presented an oral Finance Report as follows:

Information from 2017 Financial Statements:

- As of December 31, 2017 the Friends had Total Assets of \$41,292.
- Revenues for 2017 were \$18,099.94. Most of this income was from the three Book Sales (\$16,734.54).
- \$605 was issued in Tax Receipts. The Society doesn't issue tax receipts for donations under \$20.00
- Expenditures for 2017 were \$8,581.43, the largest expenditure was a donation of \$7,241.90 to the North Vancouver District Library to support the Summer Reading Program and the Writers Festival
- The largest operating expense was for Insurance \$650.00

Year to Date 2018:

- As of September 30, 2018, the Friends had a Bank Balance of \$16,593.07.
- YTD Revenues were \$9,401.40 with the bulk of those funds from the two book sales (\$8,960).
- A third sale was held in October with proceeds of \$5,938 but the Friends hadn't received the October Statements by the AGM date.
- Expenditures YTD include a gift to the Library of \$33,065.14. This was a cheque to the Story Lab for \$25,000. \$2,065.14 for the Writer's Festival and \$6,000 to support the Summer Reading Club.
- Other Expenses totaled \$759.65, mainly covering the Friends insurance (\$663.00)

On a motion made by Shirley Stockdill and seconded by Nan Henderson, it was **RESOLVED** that the Treasurer's Report be approved and accepted.

6) MEMBERSHIP REPORT

Hin Lee, *Interim Membership Liason*, presented an oral Membership Report.

First and foremost, I report the membership situation of the Friends. As of today, we have 56 members of good standing, meaning they have paid up their memberships for 2018. This represents a drop of 26% as compared with 2017 when we had 76 paid-up members. Of the 56 paid-up members for the current year, 8 of them made a generous donation to our cause when they renewed or applied for memberships. Of these 56 members, 39 are members of 2017 who renewed their memberships and the remaining 17 are new members.

In the course of dealing with membership matters of our charity, we come across with one discrepancy. Under section 2.4 of the current Bylaws of the Friends, any person can apply for membership at any time during a year but is required to renew their membership, if they so wish, on 1st of October. This implies that membership is valid from October to September of the subsequent year. On the other hand, in the membership form currently in use, the validity of a membership runs from January to December. This is already well received and understood by our members, and in fact some members renew their memberships towards the end of a year for the subsequent new year. In addition, it is worthy of note that the financial year of our charity also runs

from January to December. In order to reconcile the discrepancy, as well as to give clarity to the definition of the membership year, it is proposed that an amendment to section 2.4 be made by way of a motion as per attached. This amended section 2.4 will supersede the current one and will be incorporated in the new Bylaws.

Thank you for the continuing support of the Friends, which is the life blood of this organization.

On a motion made by Hin Lee and seconded by Marina Bailey and approved by all present, it was **RESOLVED** to accept the proposal to change the membership year from Oct-Sept to Jan-Dec. The new wording will be as shown in bold below:

PROPOSAL: To Change the Membership Year from October - September to January to December in the Bylaws

1. Whereas under section 2.4 of the current version of the Bylaws of the Friends of North Vancouver District Public Library (NVDPL), membership fees are payable on application for membership for the year in which an applicant applies to become a member and will be renewable on or before 1st of October of every year,

2. Whereas in the current version of the membership form, it is stated that membership, upon the payment of membership fee, is valid from January to December of a given year. Further, the financial year of the Friends of NVDPL also runs from January to December.

3. In order to reconcile the discrepancy between the provision in the Bylaws and the membership form as far as the membership year is concerned, and to give clarity and certainty to the meaning of the membership year, it is RESOLVED that section 2.4 of the Bylaws be revised as follows:

"The membership dues will be renewable on or before the 1st day of January and for each subsequent calendar year."

7) LIBRARY UPDATE

Meghan Crowe read a letter on behalf of the NVDPL board and staff (particularly Mike Little, *NVDPL Board Chair* and NVD Mayor and Jacqueline van Dyk, *Director of Library Services*) thanking the Friends for their work and showing their heartfelt appreciation for all the efforts made in the past year.

Meghan then passed out "Friends" cookies to all present. These lovely cookies were specially designed by Meghan and featured a little library due date stamp as the icing.

Water bottles were distributed by Catherine to show appreciation to all who attended the AGM.

Kathie Langman asked whether the book sale advertising was extensive enough because of some patron comments during the last book sale. Catherine reviewed all the different advertising venues that the Friends currently use to advertise and it was acknowledged that the Friends currently adequately advertise through many methods.

Meghan asked whether she should use the current bookmark template for new bookmarks advertising the 2019 book sales. This was acceptable to all present so Meghan will just change the dates but keep the bookmark format the same.

Shirley Stockdill asked about getting more parents of children registered in the Summer Reading Club involved. Meghan mentioned that the elementary schools also have a school connect which advertises the book sales.

Shirley Stockdill had a book sale patron request a receipt of her payment because she bought books on behalf of her organization. At that time, a signed receipt on a piece of rough paper was provided. It was decided that formal receipts may need to be purchased before the next book sale and this will be discussed at the next Friends' meeting.

8) ELECTION OF NEW OFFICERS

The following members volunteered to stand for office for the 2019 Friends of the NVDPL Executive Board:

Catherine Rickey, Marge Zieroth, Hin Lee, Christine Cheveldave

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 Marina Bailey, seconded by Kathie Langman, and approved by all votes cast, Catherine Rickey, Marge Zieroth, Hin Lee, and Christine Cheveldave were elected to respectively serve as President, Vice-President & Treasurer, Membership Liaison, and Secretary of the 2019 Friends of the NVDPL Executive Board.

9) ADJOURNMENT

There being no further business, the meeting was adjourned at 1:46 pm by President, Catherine Rickey. On a motion made by Kathie Langman and seconded by Nan Henderson, the AGM was officially closed. All attendees were invited to partake of refreshments following the meeting.