

Friends of the NVDPL Executive Board Meeting

DATE: 11 April 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 (absent)*
Hin Lee, *Interim Membership Liaison*
Helen Liang, *Secretary*

Deborah Hudson, *NVDPL Business Manager*
Meghan Crowe, *NVDPL Communications/Events Coordinator*
Shelley Pelech, *Member*
Shirley Stockdill, *Member*

1) CALL TO ORDER

The meeting was called to order at 2pm by President, Catherine Rickey.

2) ADOPTION OF MINUTES OF THE MEETING HELD ON 14 March, 2018

Shelley Pelech moved, Hin Lee seconded, that the Minutes of the Meeting held on March 14, 2018 be adopted as distributed. Deborah Hudson asked for the following change to be made in the Library Report and Matters Arising: *Meghan Crowe, on behalf of Deborah Hudson, asked if there is a response letter to the Story Lab request.* Helen Liang will update the March 14, 2018 Meeting Minutes to reflect this change. Carried.

3) LIBRARY REPORT AND MATTERS ARISING

Meghan Crowe discussed the following library matters:

- Meghan hasn't managed to update the Friends' brochures yet but has prepared the next May book sale promotional material (newsletter, website header, posters, and social media).
- Meghan provided Friends with upcoming Writers' Festival and Whiskey Library flyers.
- Meghan advised the Friends that Anne Beresford made a donation to the Friends via the Capilano branch but did not hear whether it had been received. Hin will email Marge to determine the amount of this donation and one of them will get back to Anne with a tax receipt and a thank-you note. The Friends agreed that thank-you cards should be sent for all donations. Meghan will check on the price of a bundle of thank-you cards or postcards.
- Meghan delivered formal request letters asking for funds to support the 2018 Writers' Festival, 2018 Summer Reading Club, and the NVDPL Story Lab. Funding for these library projects/events has already been approved by the Friends. The Story Lab gained funding approval in May 2017 when Friends agreed to donate \$25,000 in 2017, \$10,000 in 2018, and \$10,000 in 2019 with an

understanding that a further \$5,000 may be available in 2018 if adequate funds are available. The NVDPL Summer Reading Club and North Shore Writers Festival are ongoing events that the Friends provide funding for on a yearly basis. Catherine Rickey will respond to the letters and give the checks to Meghan (although the exact amount for the 2018 North Shore Writers Festival has yet to be determined).

- Volunteers are not required for the 2018 North Shore Writers' Festival because West Van Memorial Library will provide volunteers this year. The Writers' Festival in 2019 will require volunteers from the Friends because NVDPL is the host.

4) FINANCIAL UPDATE

Interim Treasurer, Marge Zieroth, is unable to attend today's meeting so no financial update was given.

5) MEMBERSHIP REPORT

The Interim Membership Liaison, Hin Lee, has received the current Friends' membership lists from Catherine Rickey and will update the member emails for accuracy in the Gmail folder.

6) UPCOMING BOOKSALE MAY 4th – 6th, 2018 AND 2019 BOOKSALE DATES

2019 Book Sale dates were discussed and agreed upon (Meghan will book):

- Meghan advised that the Community Room has already been booked by the NV Rec Center for Feb 14th-17th for the first 2019 book sale. This is the Family Day long weekend and the library will be closed on the Sunday.
- May 2-5th will be the dates of the second sale of 2019.
- October 17-20th will be the dates of the third sale of 2019.

Upcoming Book Sale set-up is Thursday, May 3rd.

- Meghan will update the student volunteer poster. Helen Liang will email her the old poster.
- Helen suggested we change the Friends' Gmail password. This was agreed to be a good idea for security reasons. Helen will email Cath, Hin, and Marge with the new password.
- The next Art Reception is the same weekend as the next book sale. Meghan will send the details to Marge who can then send out the request for volunteers.
- Catherine and Helen will try to pick up more berry flats for the next book sale and drop them off with a note at the receiving room door below the library.
- Shelley will provide bags for the next sale.

7) ADJOURNMENT AND NEXT MEETING DATE

- Next meeting is set for Wednesday, June 6th, at 2pm.
- There being no further business, the meeting was adjourned at 3pm by Catherine Rickey.