

Friends of the NVDPL Executive Board Meeting

DATE: 09 July 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
Hin Lee, Interim Membership Liaison
Barb Downman, Treasurer and Membership Liaison (not present)
Helen Liang, Secretary
Meghan Crowe, Communications/Events Coordinator
Nan Henderson, Member
Marina Bailey, Member

1) CALL TO ORDER

The meeting was called to order at 2:45 pm by Catherine Rickey.

2) ADOPTION OF MINUTES OF THE MEETING HELD APRIL 11th, 2018 AND ADOPTION OF THE AGENDA

Helen Liang moved, Nan Henderson seconded, that the Minutes of the Meeting held on April 11, 2018 and the Agenda be adopted as distributed. Carried.

3) LIBRARY REPORT AND MATTERS ARISING

Meghan Crowe updated the Friends on the following matters:

The cost for donation thank-you cards was determined to be \$25-\$70 for 50-75 postcards. All present thought this was a bit pricey so Meghan suggested she could just print some for the Friends on standard card stock in the library. She passed around a nice thank-you card for the Friends' contribution to the North Shore Writers' Festival that she had created. Everyone agreed it was a lovely card and that something similar would be great to give to those Friends who give donations over and above regular membership fees.

\$2065.14 is required for the 2018 North Shore Writer's Festival, \$6,000 for the Summer Reading Club, and another \$25,000 for the Digital Story Lab.

Meghan made edits to the renewal brochure so that it covers both renewals and new memberships. Meghan passed around a sample brochure and it was acceptable to all present.

The NVDPL Children's Summer Reading Club is off to good start with just over 3500 children registered so far. The library is hoping to exceed the 2017 registration numbers. 177 teens so far have registered for the Teen Reading Club. The adult totals will not be known until all the cards have been counted at the end of the summer. The Children's Summer Reading Club September 7th medal ceremony will be held in the Lynn Valley Library with cake and prizes. A notice will be sent to Friends closer to the date.

The last artist that was scheduled to display work at the Lynn Valley Library had to cancel. It was fortunate that the library happened to inherit some wonderful, past Summer Reading Club posters. These posters are now displayed on the second floor. An opening reception will happen this upcoming Friday afternoon 12-2 pm, July 13th. The reception move to Friday (instead of a Saturday) means there will be more staff available to assist.

4) TREASURER'S REPORT

Marge advised that \$49,498 is available in the Friends' account at this time. The checks of \$6,000 for the Summer Reading Club, \$25,000 for the Digital Story Lab (as per the letter request from Jacqueline Van Dyke), and \$2,065.14 for the NS Writers' Festival are prepared and can be given to Meghan today.

The Friends made \$3,758 at the last May 2018 book sale. This amount is slightly less than other sales because there were not as many books.

5) MEMBERSHIP REPORT

Hin Lee advised that the Friends have 42 members in good standing who have paid their membership dues for 2018.

6) NEW BUSINESS

- A. Catherine Rickey will not be here for the next book sale in October 2018 and Helen Liang is stepping down from the Executive at the next AGM. Marge Zieroth is away mid-September to mid-October. Discussion followed about who would organize the next book sale. Meghan will look into changing the date of the October sale and will advertise for the position open on the Friends Executive Board.
- B. The Constitution and Bylaws for the new Society's Act must be completed by November, 2018. Catherine believes that someone with some legal background is needed to help the Friends complete the requirements in time. Shirley Stockdill or Jill Blair might have mentioned in an earlier meeting having done this twice before for other non-profit organizations. Catherine will contact both Shirley and

Jill to see if one of them is interested in taking on this project. Otherwise, the Friends might be required to hire a lawyer to ensure the deadline is met.

- C. Catherine brought up student fees for the new Constitution. Their volunteer work will be counted towards their \$5 fee so that they are covered by our insurance.
- D. Catherine advised that the \$25,000 Story Lab check can be given today. There has been no decision as to how the Friends will be recognized for this donation. There may be a plaque or a specific piece of equipment. Marina Bailey and others present suggested a photograph of the Friends presenting this check be taken and placed in the North Shore News. Meghan said that there is no public announcement yet regarding the Digital Story Lab so this can't be done right now, but it may be possible in the future.
- E. Catherine discussed the date and time for the next AGM. It must take place within 15 months from the last AGM on Sept 7th 2017. All present agreed upon Thursday, September 6th at 7pm in the Lynn Valley Library boardroom.
- F. Catherine advised that Barb Downman will probably not be back on the Executive but she probably wants to be kept up-to-date with news of the Friends and upcoming dates.
- G. Catherine brought up whether we want to allow younger people on the Executive and the membership. No exact age was decided upon at this time.

7) ADJOURNMENT

There being no further business, the meeting was adjourned at 3:50 pm by Catherine Rickey. There will be no other meeting before the Sept 6th AGM.