

Approved minutes

Friends of the NVDPL Executive Board Meeting

DATE: Wednesday, September 20, 2023 1:00 pm

LOCATION: Lynn Valley Library, Board room

1. Call to Order

The meeting was called to order at 1:05 with Christine in the Chair for Jo-Anne.

2. Note Attendees. PRESENT IN PERSON

Christine Cheveldave, Secretary, chaired the meeting

Jo-Anne, President was absent in-person but communicating by mobile phone

Marge Zieroth, Treasurer

Hin Lee, Membership Liaison

Deborah Hudson, NVPL Business Manager

Marti Sevier, member

Rita Marshall, member

Vanessa Valek, new member

Absent Catherine Rickey Vice-President,

Absent Meghan Crowe, NVDPL Communications/Events Coordinator

Absent: Members France Fehr, Gayle Hunter

3. Review and Approve Minutes from last Meeting, May 17, 2023

Minutes as corrected Motion to approve Christine Seconded Rita.

4. Library Report and Matters Arising- Meghan away

Thank you for the financial report for the Summer Reading Club. It was very successful. The awards were handed out at all three libraries. Parkgate, Capilano and Lyn Valley but not at the Lions Gate satellite library.

- 2024 book sale dates Ask Megan for the available dates for next year's sales.

5. Treasurer's Report

Assets \$31,843. 2 book sales \$11,269 so far in 2023. The largest expenditure is liability insurance \$699 and \$4,500 to the Summer Reading Program

Moved approved by Hin Seconded by Christine.

The Library has requested \$2,600 for the Writers Festival. A general request up to \$3000. was approved in general in February. A cheque will be left in the office for Jo-Ann to sign.

Charging for Book Sales: Square- Marge has asked users how it works for security. There will be one account for the Friends and we can approve as many as we want to use the APP. But this may be complicated as volunteers only work 2 hour shifts or volunteers will have to stay longer. Square is \$69. 2.5% on each tap sale. Some outlets charge 50cent fee on top of the sale to cover the costs. It was proposed that the Friends purchase a tablet which could be used exclusively for the Square Point of Sales.

Christine Moved that Marge proceed, Jo-Anne seconded, Approved

Proceed with Purchase and planning. .Christine will work with Marge to set this up and work out the procedures for use. Members please list concerns that will affect its us with our volunteers and the cash desk. There will be a separate training meeting for using Square, proposed for Thursday, Oct 12 at 1 pm at the Library.

6. Membership Report

There are 52 paid members, including 14 new members, 15 also made donations.

7. New Business

- Book donation event – Tuesday, Oct. 17 – 4-7 pm
- Hin and Jo-Anne are doing a letter to volunteers. Need 10 volunteers.
- Set up; advertising volunteers Jo-Anne will plan advertising.
- Book sale setup, concerns, who opens, closes – advertising volunteers
 - Berry boxes – need more. Friends should pick them up from produce stores, about 10 more
- Let groups know about the book sales and donation event

8. Date & Times of Next Meeting Dates

- Thurs Oct 12, 1 pm. meeting regarding Square
- Cancelled Wednesday, October 18, 2023, 1:00 pm which is a setup date – move to the 11th or the 25? Jo-Anne to let members know.

9. Meeting adjourned at 2:05 pm