

Friends of the NVDPL Executive Board Meeting

DATE: 23 November 2016

LOCATION: Lynn Valley Program Room 1st floor
1277 Lynn Valley Rd, North Vancouver BC V7J 2A1

PRESENT IN PERSON:

Catherine Rickey, President
Marge Zieroth, Vice-President (absent)
Barb Downman, Treasurer
Helen Liang, Secretary
Meghan Crowe, NVDPL Communications/Events
Coordinator
Deborah Hudson, NVDPL Business Manager

Marina Bailey, Member
Christine Cheveldave, Member
Nan Henderson, Member
Hin Lee, Member
Orilea Martell, Member
Jean Neil, Member
Shelley Pelech, Member
Shirley Stockdill, Member

1) CALL TO ORDER

The meeting was called to order at 1 pm by Catherine Rickey, President.

2) ADOPTION OF MINUTES OF THE MEETING HELD ON 12 October 2016

Helen moved, Marina and Nan seconded, that the Minutes of the Meeting held on 12 October, 2016 be adopted as distributed. Carried.

3) ADOPTION OF THE AGENDA

Agenda was adopted as presented.

4) FINANCIAL UPDATE

The treasurer, Barb Downman, presented a financial update of the Friends of the NVDPL's operating budget. Assets are \$31,313.95 as of October 31, 2016. Barb will investigate to see if a book cart or carts can be purchased by the Friends through the Library's equipment supplier for use by the Friends during the book sales.

5) LIBRARY REPORT AND MATTERS ARISING

- Meghan Crowe informed all present that the Vision and Strategic Plan for 2017 to 2019 is complete and available for viewing on the library website.
- Friends are welcome to join the December Sweet Cider and Song celebration to be held at the Lynn Valley Main Library. More events can be viewed online at the library Program & Event calendar.
- Next art reception January 7th. Meghan is working on getting a list of dates for 2017.

6) MEMBERSHIP REPORT

Barb Downman says 41 renewals to date. 32Books contest runs until end of November.

7) ART RECEPTION

- Next art reception is January 7, 2017 from 2-4pm.
- 2 volunteers needed.
- Orilea and Shelley both showed interest in volunteering at this event.
- Information on artist is provided from the Art Council.
- Meghan discussed the duties of the volunteers at this event.

8) OCTOBER BOOK SALE REVIEW

- Barb verified the October book sale proceeds as \$5105.00.
- 10 pallets maximum to be brought up from storage. Meghan will ensure this take place in the future.
- Next book sale February 23-26th, 2017.
- Megan and Deborah discussed sorting of books into very broad categories: adult fiction, adult non-fiction, children fiction, children non-fiction, young adult, AV, paperbacks.
- Deborah and Marina suggested eliminating magazines. All present agreed that magazines will be sold only in the library going forward.
- Discussion ensued about location of where book box pallets should be placed prior to unloading. Pallets could be set up in location where they'll be unloaded or could be placed in center foyer.
- Catherine brought up the idea of perhaps having 4 sales in 2017 or 2018. Although a good idea, most present felt that our volunteer-base needs to grow before this is a possibility.
- Meghan suggested the Friend's presence during the summer Friday night concert series in the LV Village – perhaps a small book sale and member recruitment table. This idea was favorably received by all members present.
- Deborah advised that if librarians can have enough notice (3-4 weeks) prior to pop-up book sales, then books can be left at the library location where they'll be held.
- Meghan suggested buying a table cloth (with logo) that can be used at these events.
- Shirley recommended having pop-up sales tie in with professional days and other significant dates.
- Shelley says the lighting was not good and the weather not agreeable at the last pop-up sale, although it was still successful. Deborah said that the sales do need to be located outside the library at these special events.
- At the next (Feb) sale, we need a library staff member to lock up after Sunday's clean-up. The Friend's Executive will supply bottled water and gloves (non-latex) to the book sale volunteers.
- Deborah asked that boxes not have the tops cut off. This should not be a problem if we only have 10 pallets at the next sale.
- Power Hour prices should be for the entire Sunday afternoon (as much as you can carry for \$10), rather than having too many price changes. There was some discussion about raising prices. Price changes will be discussed at the next meeting after research into what other libraries are doing. Hin suggested a policy for pricing of boxed-sets of CDs. This needs to be clarified for the volunteers on the cash desks. Members were in agreement that boxed-sets need to cost more than single CDs/DVDs.
- Advertising was discussed. Helen suggested making paper book marks to advertise at the self-serve checkouts (with a note about becoming a Friend to have the added benefit of receiving 10 books if volunteer for 2 hours). Catherine showed the group a Winnipeg Library bookmark as an idea. Christine suggested brochure printers may print off trim for free.

9) STUDENT VOLUNTEERS

- Catherine discussed having a Friend step forward to find out the contact information of people in charge of volunteerism at each high school (so we can get more student volunteers at the February book sale).
- Shirley offered to be in charge of discovering the email addresses and contact information of these people at each of the high schools: Windsor, Handsworth, SeyCove, Argyle, St. Thomas Aquinas, Sutherland, Carson, Mountainside Secondary, Bodwell, Waldorf, Cousteau, Lions Gate Christian Academy, and Brockton.
- Catherine will come up with a standard letter to send before the next sale.
- Jean suggested posters be printed by Meghan and put up in the high schools prior to the sales.
- Barb suggested that we might consider engaging high school students through a design contest (poster/book mark or ?) similar to one sponsored by the Legion for Remembrance Day. She will investigate further and report at the next meeting.

10) ADJOURNMENT AND NEXT MEETING DATE

- Jean suggested putting the meeting minutes on the Friend's website.
- Next meeting Wednesday, January 11th, 2017 at 1 pm in the LV Boardroom on the 3rd floor.
- There being no further business, the meeting was adjourned at 2 pm by Catherine Rickey.