

Friends of the NVDPL Executive Board Meeting

DATE: 12 October 2016

LOCATION: Lynn Valley Main Library 3rd floor Meeting Room

PRESENT:

- Catherine Rickey, President
- Marge Zieroth, Vice-President
- Barb Downman, Treasurer
- Helen Liang, Secretary
- Meghan Crowe, Communications/Events Coordinator NVDPL
- Marina Bailey, Member

1) CALL TO ORDER

The meeting was called to order at 1:08pm by Catherine Rickey.

2) ADOPTION OF MINUTES OF THE MEETING HELD ON September 13, 2016.

Helen Liang moved, Marina Bailey seconded, that the Minutes of the Meeting held on Sept 13, 2016 be adopted as distributed. Carried.

3) ADOPTION OF THE AGENDA

Agenda adopted by consensus.

4) LIBRARY REPORT AND MATTERS ARISING

- Jacqueline van Dyck, Director of Library Services, dropped off copies of the NVDPL 2015 Annual Report. This report marks the NVDPL's 2015 accomplishments and finances (statement of revenue and expenditures).
- Meghan Crowe, Communications/Events Coordinator NVDPL, announced the Library strategic plan has been created and will soon be available to the public. Waiting for mayor and council's feedback on future directions.
- Megan also mentioned that the Summer Reading Club wrap-up at Cates Park was a huge success (even with the bad weather). Giving out two prizes (medal and book) was very effective. Over 200 children participated in the wrap-up.
- Barb attended the Open House for potential Library Board Trustees as a representative for the Friends. One person who attended the Open House has decided to join the Friends and is keen to become more involved. Barb has followed up with e-mail correspondence.

5) FINANCIAL REPORT

- The treasurer, Barb Downman, presented a financial update. The Friends of the NVDPL's balance is \$25,940.80. Canada Revenue Agency sets annual disbursement quotas for Registered Charities. Barb will investigate to determine how much the Friends need to donate to the Library in 2016 to make sure we comply with CRA. She will report at the next meeting.

6) MEMBERSHIP REPORT

- Barb read sections of the Friends' constitution and the membership renewal dates is confusing. Group consensus is January to December constitutes a membership year. If you join after October 1st, membership dues will be applied to the following year. Barb will follow up the BC Registry Services to

see what action we need to be taking to prepare for the new Act which will take effect November 28, 2016.

7) ART RECEPTION

- Meghan Crowe informed all present that the next art reception is November 12th, 2016. Two volunteers showed up at the last art reception and there was a short time in the middle without a volunteer, but library staff were able to fill in.

8) CURRENT BUSINESS

A. Gift Certificate Donation/Better World Books

- Marge Zieroth replied to both emails. 'B Fit Personal Training' \$250 gift certificate for silent auction will be passed along to Megan Crowe to be used for future Library auctions.
- Discover Books is the current book pick-up company. Marge will reply to Better Books to let them know we are not interested in changing companies at this time.

B. Upcoming Book Sale

- Meghan says there are lots of books for the upcoming book sale.
- Thursday evening will be the membership renewal push. Meghan showed us the updated Membership Renewal Brochure. Only change is to the membership renewal times and box to obtain permission to contact with emails (to fulfill Canada's Anti-spam legislation). Membership renewal form will also be created for current members.
- Advertising will be small flyers (small scale versions of the Book Sale poster). Social media (Facebook and Twitter), e-newsletter, North Shore News have been notified, and North Van Rec center newsletter.
- Book sale instructions (prepared by Barb) will be placed in a binder and kept with the blue book sale bag or cash box. Member volunteer list will be printed off by Catherine after volunteers respond to emails.
- Bobby would appreciate help with table set-up.
- Discover Books can arrive at 9am on the Monday but need confirmation on loading area (loading zone by Browns on Lynn Valley Road).
- Pallets will be set up by the south doors and in the foyer and north hallway.
- Meghan will ensure tables and berry boxes are set up before Thursday 10am.

9) NEW BUSINESS

- Helen Liang mentioned that the North Van City Library hosted a "Shred It" campaign that raised \$2000. Meghan also heard about this successful fundraiser and is looking into it for future reference. Unanimous consensus was to do one of these sometime in the next year.
- Barb Downman also mentioned Purdy's or Charlie's Chocolates fundraising. Selling chocolates as a fundraiser (Valentines and Christmas idea). Book chocolate shape was suggested by Barb.

10) NEXT MEETING and ADJOURNMENT

- Next meeting to be held Wednesday, November 23rd at 1pm.
- There being no further business, the meeting was adjourned at 2:20pm by Catherine Rickey.