

## Friends of the NVDPL Executive Board Meeting

**DATE:** 15 February 2017

**LOCATION:** Lynn Valley Main Library 3rd floor Meeting Room, 1277 Lynn Valley Rd, NVan BC V7J 2A1

### PRESENT IN PERSON:

Catherine Rickey, President  
Barb Downman, Treasurer  
Helen Liang, Secretary  
Meghan Crowe, NVDPL Communications/Events  
Coordinator

Deborah Hudson, NVDPL Business Manager  
Marina Bailey, Member  
Hin Lee, Member  
Shelley Pelech, Member  
Absent: Marge Zieroth, Vice-President

### 1) CALL TO ORDER

The meeting was called to order at 1:05 pm by Catherine Rickey.

### 2) ADOPTION OF MINUTES OF THE MEETING HELD ON 11 January 2017 AND ADOPTION OF THE AGENDA.

Helen Liang moved, Barb Downman seconded, that the Minutes of the Meeting held on Jan. 11, 2017 be adopted as distributed. Carried.

### 3) LIBRARY REPORT AND MATTERS ARISING

Deborah Hudson asked if anyone from the Friends might be interested in looking after the plants at the Lynn Valley location. Decision was made to have the request sent out to the Friends via the Minutes, the AGM, and the email letting volunteers know of the February book sale proceeds.

Library is developing a plan to implement a digital creation lab (Story Lab); this would provide access for people to tell their stories, reproduce books for the blind, video creation with a blue screen, etc. The current computer room could also be changed to make it more flexible. Deborah requested the Friends support this project and decide on the amount to be given. Catherine suggested bringing this up at the AGM. This will also be addressed at the next meeting.

### 4) FINANCIAL UPDATE

- Barb Downman, Treasurer, advised that the current balance is \$31,739.95 less bookmark costs and insurance. The annual Canada Revenue Agency (CRA) filing is being worked on.
- Barb said that insurance has gone down to \$650 from \$913; we are considered low-risk due to the nature of the work involved. Director's and officer's liability insurance would be an additional \$500+. Decision not needed immediately on the additional D & O coverage - Barb will do some additional investigation before the next meeting
- Student volunteers must fill in membership forms (we will waive the normal membership fee) so that they are covered by the Friend's general liability insurance when volunteering at the book sale. We must keep accurate records of all book sale volunteers – Catherine will develop a sign-in sheet.

### 5) MEMBERSHIP REPORT

Barb Downman advised that we have 57 members currently paid up.

### 6) ART RECEPTION

Meghan says the next Art Reception is March 11<sup>th</sup>.

## **7) REVIEW OF UPCOMING FEBRUARY BOOK SALE**

- Catherine Rickey mentioned there was a great response from the four high schools (Argyle, Carson, SeyCove, Windsor). Experienced volunteers should be with the newcomers. Two people on cash at all times. Barb will be away at the next book sale, but will bring the cash box to Lynn Valley before the sale.
- More volunteers needed for clean-up. Pizzas will be picked up by Helen Liang after the library closes. Water bottles will be provided by Catherine. Advertising with bookmarks, posters, online advertising has been a success.
- Barb will post a Craigslist and Kijiji ad with a link to the Friends' website.
- Key for LV Community Room is in the circulation area. Meghan & Deborah will find out who is in charge of locking up and provide us with the information.
- Deborah says that Discover Books do not want AV material. Catherine will check if there are other groups who would be interested in AV discards.
- Decision was made by all present that future donations to the Rotary Book Sale be done AFTER our own book sale. Rotaries will need to arrive first thing Monday morning or at the clean-up after book sales to pick up donations.
- At the last book sale, Bobby set up the tables. Deborah says that Bobby has hurt his hand and is off work presently. Catherine and her husband will set-up tables at the next sale. Need hand truck (dolly), 10 pallets, and the berry flats moved upstairs on the morning of the set-up.
- Meghan has a box of blue Friends' metal water bottles. These might be used as gifts at the AGM.
- Meghan had a call from a patron who donated 10 books to CAP branch (probably non-fiction). The patron may have accidentally included some special minted, sheeted coins inside the books. We need to keep an eye out during the sale. A note will be kept in the cash box so volunteers are aware of this.
- Discussion ensued as to whether to make a "valuable book" section with different pricing. Something to think about at future sales.
- A shelving cart will be brought down for the set-up and clean-up.
- Name tags and sign-in/out sheets will be available at the cash table for volunteers.

## **8) NEW BUSINESS**

- Meghan said that an elevator fob is missing – previously given to Rhiann or Noah. No one present has been given this fob, so Meghan will try to contact Noah to get this returned.
- Deborah asked if we are willing to share our decisions regarding our insurance coverage with another Friends' group asking for this information. Deborah to pass along Barb's contact information to the other Friends group.
- Deborah advised that the Library might be selling some old book spinners and wondered if the proceeds from this sale could be given to the Friends by the purchasers. All present agreed that this additional revenue would be gladly received by the Friends.

## **9) ADJOURNMENT AND NEXT MEETING DATE.**

There being no further business, the meeting was adjourned at 2:10 pm by Catherine Rickey.  
The next meeting will be held on Wednesday, March 15, 2017 at 1 pm in the Lynn Valley Library Boardroom.