

## Friends of the NVDPL Executive Board Meeting

**DATE:** 11 January 2017

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

### PRESENT IN PERSON:

Catherine Rickey, President  
Marge Zieroth, Vice-President  
Barb Downman, Treasurer (via conference call)  
Helen Liang, Secretary  
Meghan Crowe, NVDPL Communications/Events  
Coordinator

Deborah Hudson, NVDPL Business Manager  
Marina Bailey, Member  
Nan Henderson, Member  
Hin Lee, Member  
Shelley Pelech, Member  
Brendan Rowell, Member

### 1) CALL TO ORDER

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

### 2) ADOPTION OF MINUTES OF THE MEETING HELD ON 23 November, 2016 AND ADOPTION OF THE AGENDA.

Shelley Pelech moved, Marina Bailey seconded, that the Minutes of the Meeting held on Nov 23, 2016 be adopted as distributed. Carried.

### 3) LIBRARY REPORT AND MATTERS ARISING

Meghan Crowe (NVDPL Communications/Events Coordinator) brought up the following matters:

- Most recent Art Reception (Kindness Project) was a success with 60-70 people attending, as well as the North Shore News.
- Meghan showed sample book marks for advertising the next book sale. Discussion ensued regarding adding dates for all three 2017 book sales and “watch for pop-ups” in a heavy stock paper. This was favorably received by all present. Decision made to have the printing company cut them. 1000 bookmarks (about \$299 + tax) is the quantity decided upon. Marina volunteered to assist Meghan with design. Meghan will reach out to the printing contact to see if she can get a better rate.
- Sometime in the next couple of months we must decide on the 2018 book sale dates. North Vancouver Recreation Center will soon contact Meghan wanting these dates.
- Next 2017 book sale dates are June 2-4 and October 20-22, 2017.
- Deborah asked whether an extra book sale was wanted. At this point, we have decided to stick to the three scheduled, in addition to the pop-up sales.
- Meghan advised only 10 book pallets would be brought upstairs to the sale. Going forward (future book sales) there will be more of a selection process to determine high-quality sellable materials and better box organization.
- Meghan discussed pop-up sales. Staff have weeded a lot of children’s material and there is an event (Family Literacy Day) at Capilano Library on 27th January 3:30-4:30 pm. 2 volunteers needed for this pop-up children’s book sale. If successful, another pop-up sale could be set up on Saturday morning. Shelley Pelech and Marina Bailey volunteered to work the Friday, January 27, 2017 3-5pm and the Saturday, January 28, 2017 10-12pm (no library event on Saturday). Prices will be the same as at a regular book sale.
- Meghan did updates on Friend’s webpage – Minutes of most recent meetings, book sale dates, and members of the executive are visible.
- North Shore Writer’s Festival @ NVCL April 7 & 8, 2017.
- March 11, 2017 is next art reception. No art receptions will be hosted in the summer unless the artist can guarantee at least 20 people will attend. Marge offered to get volunteers if she can get copies of the upcoming dates.
- Upcoming Summer Reading Club and the Whisky Library Event planning will also need volunteers.
- Advertising discussed. Meghan required times/dates of February book sale. “Members Only” night was dropped. Friday times will be 10 am – 6 pm. Saturday times will remain 12-4 pm. Sunday 12:30 - 4 pm and 50% off regular prices on Sunday afternoon. Clean-up 4 – 6 pm. Alison, Kayleigh, or other Argyle students will be approached to see if they know anyone who would like to be “Supervisor of Volunteers” for 2017 book sale clean-ups. Book marks and posters can be delivered to Molly Nye, Safeway, and other community boards.

Deborah Hudson (NVDPL Business Manager) advised the Friends that she has been contacted by the President of the Rotary Club regarding the Rotary's book sale to be held on Feb 13-18, 2017 at Capilano Mall. Space is provided for their event at no charge, but 10% of proceeds are paid to the Capilano Mall (who then gives these funds to charity). This is the Rotary Club's major fundraising event – funds given for scholarships etc. They are in need of books. The library currently holds more than 10 pallets of books. Deborah suggested that perhaps there could be some negotiation on giving back to the Friends for the donation. There are two extra pallets at this date. Agreed that only recognition be given and bookmarks set out in return for this first donation. Catherine Rickey volunteered to be the contact with the Rotary Club.

#### **4) FINANCIAL UPDATE**

Financial Report provided via conference call with Barb Downman, Treasurer:

Revenues from 2016 amounted to \$16,513 from 3 book sales and other donations. Friends have assets (January 9, 2017) of \$31,492.95 and no outstanding liabilities. The Insurance Premium will be coming due soon but invoice not yet been received. Last year Friend's insurance premium was \$913.00.

Insurance update from Monday meeting with insurance broker. Barb will work on getting a better rate. Some important points from the meeting are:

- Accurate records of membership should be kept each year.
- Volunteers at book sales and other activities must be active members.
- FOL bylaws can be revised must be formally passed by vote and filed with BC Registry Services to be valid.
- Students may be covered by school insurance but more investigation required.
- All members and students that volunteer must be recorded and kept for reference purposes in case of claim.
- Discussion made regarding working 2 hours in lieu of membership fee for students. Barb feels for the next book sale we should have student volunteers fill out membership form, but not take money from them.
- Volunteers at the book sales must be identifiable (button, apron, t-shirt, arm band, etc.)
- Directors and officers' liability: Insurance broker feels Friends are very low risk and extra insurance would add about \$200 to the premium.
- Barb had discussions with the North Vancouver Recreation Center regarding getting insurance for only the dates of the book sale. This would only be about \$75/book sale – but would not cover pop-up book sales. Barb will continue to investigate insurance options.

#### **5) MEMBERSHIP REPORT**

Membership Report provided via conference call with Barb Downman, Treasurer:

Friends have 48 members as of January 4, 2017.

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

Catherine Rickey will call or email Shirley Stockdill to find out the high school volunteer coordinators' contact information. DVD/CD boxed sets to be \$5. Other prices remain the same.

Prices to be discussed again at the next meeting.

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

There being no further business, the meeting was adjourned at 2:25 pm by Catherine Rickey. The next meeting will be held on Wednesday, February 15, 2017 at 1 pm in the Lynn Valley Library Boardroom.