

## Friends of Beatley Library - Minutes

October 3, 2017

\*\*\*NEXT MEETING: TUESDAY **NOVEMBER 7** \*\*\*

### Attendees:

Chuck Ziegler, VP Advocacy & Acting President  
Stuart Lamson, Treasurer  
Nancy Blanton, VP Book Sales  
Laura Kopelson, Membership Chair  
Elizabeth Rossick, Volunteer  
Rebecca Hughes, Secretary  
Annabelle Reitman, Nominations Committee lead  
Carol Rademaker, Book Sale Committee  
Richard Steelman, Book Sale Committee  
Patty Steelman, Book Sale Committee  
Babs Waters, Volunteer  
Yolanda Taylor, Marketing and Outreach Chair  
Cindy Thornley, Beatley Library Manager

7:05 pm meeting called to order by Chuck Ziegler

- Introductions of participants.

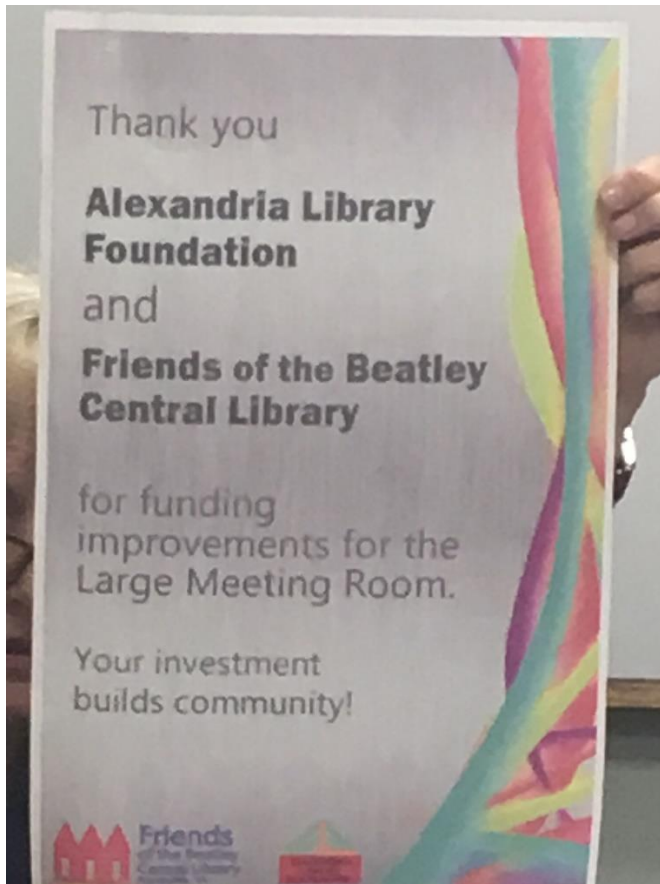


Figure 1 Conceptual plaque design for Large Meeting Room

## Reports:

- **Staff Update (Cindy)**

- Fall festival success
- Maker activities drove substantial participation
- 1,775 attendees
- **VOLUNTEERS NEEDED!** Ginko Gardens is coming week of 10/9 (tbd – likely Wed or Thurs) and needs volunteers to assist with planting plugs that were held over from Spring clean-up due to weather – **Contact Cindy Thornley if interested.**
- Design for sign for large meeting room is ready for design; price quote will be requested
- Update: Meeting with Omnifics (design/build vendor who did Passport renovation) to discuss Adult and Teen area designs
  - Drawings and suggestions have been provided by the vendor
  - Staff are traveling to view libraries in the area with recent renovations for lessons-learned
- **New:** proposal requested from Omnifics to replace furniture in Large meeting room and Small conference room with nesting tables and chairs to improve usability and facility as well as comfort – this is secondary priority to Adult and Teen renovation
- Update: camera installation project – invoice for installation came in at \$69 over the original quote, for a total of \$16,079
- **MOTION APPROVED.** Cindy requests approval of \$69 additional funds. Motion made by Stuart Lamson. Seconded by Patty Steelman. Unanimous approval obtained.
- Farmers marketing outreach successful through summer – last weekend ~100 interactions with the public
- Fall Festival pamphlet quad-fold handout shared with the attendees
- **Thank you to Annabelle and Babs supported a Friends' table at the Fall Festival and individually solicited engagement with attendees, handing out flyers!**

- **Advocacy Update (Chuck)**

- Next board meeting is October 16
- Inputs for budget cycle are welcome

- **Membership (Laura)**

- The numbers...
  - 6 memberships expired and all 6 were renewed
  - 55 total processed: 36 new (including 28 new during book sale), and 19 renewals
  - \$1310 membership dues, \$910 from book sale alone
  - \$525 received in donations
  - 56 memberships up for renewals this month

- **Finance (Stuart)**

- \$27, 343.80 brought in since last month
- Checking account plus savings, including credit cards processed: \$145,002.26 in all accounts

- Total funds less Pledges outstanding: \$118,494.77
- Total funds on hand to spend after \$15k reserve fund: \$103, 494.77

- **Book Sale Update (Nancy Blanton)**

- Stuart and Nancy reviewed a draft report of total Book Sale revenue over 6 months, including on-line book sales
- Online + flash sale (i.e., off-cycle book sales) estimated total since May: ~ \$33,279.80
- 43 volunteers worked the fall book sale, including new volunteers
- 96 people attended members preview (lesson-learned for Spring Sale: count dealers separately)
- 24 members attending teacher appreciation day, including several who were sourcing material on behalf of several colleagues; estimating 3-4x the material taken after the spring sale
- Non-profits were also represented
- Due to volume of remainders post-sale Nancy ran a dealer-only flash sale netting \$600 additional revenue on 2400 books (at \$.25/ea) from 4 dealers who came in response to an email
- Book sale committee met on 9/29 – new ideas to be implemented including:
  - New signage: some of the laminated signs being used on the tables have information on front and back, which is confusing – need new signs
  - Labeling shelves in sorting room and compact shelves: donations come in for different types of books, difficult to manage signage; will buy a roll of magnetic strip and using an existing machine, will print up labels
- **MOTION APPROVED:** Nancy requested funding *up to \$100 to pay for supplies for printing shelf labels and making laminated signs. Motion made by Richard Steelman. Seconded by Laura Kopelson. Unanimous approval obtained.*
- **MOTION APPROVED:** Nancy requested a \$100 gift for the library custodial staff who cleaned the compact shelves and sorting room after book sale. Motion made by Chuck Ziegler. Seconded by Rebecca Hughes. Unanimous approval obtained.
- **MOTION APPROVED:** Nancy requested funding *up to \$800 to host a volunteer appreciation party for up to 43 volunteers. Motion made by Chuck Ziegler. Seconded by Babs Waters. Approved with one dissention.*

- **Social Media (Chuck, on behalf of Carol Abrams)**

- \$50 spent on FB targeted ads targeting 450 individuals in the area
- Renewed URL and webhosting through October 2018
- Digital images with Landscape orientation for book sale and other activities
- Note: children in photos must have a release signed by parent in order to publish

- **Nominating Committee (Annabelle Reitman)**

- DISCUSSION: proposal was made by the Nominating committee to amend the Bylaws to prescribe for a “rotating” board of directors. The goal is to minimize the potential impact of a complete turnover of the entire board leadership team at once in the same year, due to all board terms

expiring at the same time. This ensures continuity and reduces the risk of having a full board depart simultaneously.

- **ACTION ITEM:** Group agreed that a rotation board will take up the issue and present back to the Board with a proposal(s) on how the current board leadership can be rotated in (Nominating Committee)
- **ACTION ITEM:** Solicit Friends' members to volunteer to provide legal and accountant services to the Friends formally. (Chuck)

- **Wrap-up Comments (All)**

See you at the next meeting on **Tuesday, November 7 @ 7pm.**

Adjournment 7:55 pm

| Item      | Date Created | Action Item  | Assigned To                       | Planned Completion            | Status  |
|-----------|--------------|--|-----------------------------------|-------------------------------|---|
| 10614.2   | 10/6/14      | Library Fall Festival was scheduled on Yom Kippur this year – need to raise awareness to not support/endorse programs scheduled on major holidays  | Exec Committee to raise w/Staff   | 12/31/14                      | Complete  |
| 10614.5   | 10/6/14      | Betty requests transparent ‘corner bumpers’ to protect newly-painted corners – needs discussion  | Exec Committee to raise w/Staff   | 12/31/14                      | Complete  |
| 10614.9   | 10/6/14      | Fundraising Committee to be started  | Exec Committee                    | 1/31/15                       | Open  |
| 10614.10  | 10/6/14      | Carol will photograph auction books for social promotion before put in case  | Carol                             | 12/31/14                      | Open  |
| 10.614.11 | 10/6/14      | Invite Jessica to future meeting to discuss options for expanding (silent auction)   | Exec Committee                    | 12/31/14                      | Open  |
| 10614.12  | 10/6/14      | Group consensus to investigate multi-year membership, lifetime membership options (amended 11/3: include discussion of increased Friends fee & tiered fees; paypal on website)   | Exec Committee w/ Friends         | 12/31/14                      | Complete  |
| 11314.5   | 11/3/14      | Create a plan to increase teen attendance, e.g., start a book swap day, advertise to schools; leverage “re-use/recycle” theme  | Booksale volunteers & Cindy/Renee | ongoing                       | Open  |
| 11314.6   | 11/3/14      | Devise campaign to target outreach to local CCRC/Assisted Living facilities (see also Action Item 11314.7)   | Gary & Annabelle                  | 2/28/15                       | Complete  |
| 11314.7   | 11/3/14      | Monday AFTER sale set aside “Senior Hours” where books are all on tables, and none on the floor to ease their access & avoid conflict with time (see also Action Item 11314.6)<br><br>*Nancy requests update for Fall sale | Gary, Annabelle, Betty            | 3/30/15;<br>revised to 9/7/15 | Closed –<br><i>discussed and agreed to close 9/2016</i> |

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| 11314.9  | 11/3/14 | Carol to photograph and post the Silent Auction item for November – need to identify item   | Betty, Carol                        | 11/14/14 | Open   |
| 11314.10 | 11/3/14 | Discuss providing ability to accept Paypal for dues and donations – on Friends FB page, vs. setup a website, etc. (see also <b>Action Item #10614.12</b> )          | Friends w/assist from Renee & Cindy | 1/31/15  | Complete   |
| 11314.11 | 11/3/14 | Establish a directory of Friends contact info – “opt out” email blast, to facilitate collaboration among the Friends  | Nancy, Rebecca (cc: David)          | 1/31/15  | Open   |
| 11314.14 | 11/3/14 | Gary request to have stickers “Compliments of Beatley” for coffee table books distributed to local CCRC/Assisted Living facilities                                  | Renee                               | 12/31/14 | Open   |
| 011515.1 | 1/5/15  | Consider to solicit sponsorships for Teen Writing Program – e.g. car dealerships, restaurants, etc.   | Cynthia                             | Ongoing  | Open   |
| 020215.1 | 2/2/15  | What is the cost of a plaque for meeting room   | Cindy                               | 3/2/2015 | Open – <i>deferred due to other priorities</i>   |
| 020215.1 | 2/2/15  | West End Market has reached out to Beatley requesting to have a “Holiday Market” indoors at Beatley – Cindy to follow up with Marketing leadership on their request | Cindy w/David                       | Ongoing  | Closed – <i>not allowed due to City rules</i>    |
| 020215.1 | 2/2/15  | Working on by-laws, looking for assistance through Library, pro-bono  | Cindy w/Chuck                       | 3/2/15   | Complete – <i>Matthew Sutter engaged, 9/2016</i> |
| 030215.4 | 3/2/15  | Cindy and Renee to discuss honoring Marjorie (e.g., plaque)   | Cindy, Renee                        | 6/1/15   | Open   |

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| 030215.5 | 3/2/15 | Rebecca & Gina to come up with 1/3 cardstock "Join Us!" Friends Membership flyer by 3/10, to facilitate converting new volunteers to Friends members                       | Rebecca w/Gina                      | 3/9/15 | Complete<br><br>(by Laura, Nancy) |
| 040815.1 | 4/8/15 | Post general photo of the book auction box/stand to the website for library and friends, with an update monthly what book is being auctioned (and min. bid, if applicable) | Carol & Library website POC (Cindy) | 6/2/15 | Open                              |
| 040815.2 | 4/8/15 | Create or have made a sign that is more visible to post with the book auction stand, to draw attention   | Richard & Rebecca (tbd)             | 6/2/15 | Open                              |
| 040815.3 | 4/8/15 | Work with staff to find location to move book auction box to more visible location in the flow of foot traffic   | Cindy w/Staff                       | 6/2/15 | Open                              |
| 040815.4 | 4/8/15 | Cindy and staff to discuss the idea of Friends funding a grant/proposal writer on-demand to create better leverage of funds  | Cindy w/Staff                       | 6/2/15 | Open                              |
| 050415.3 | 5/4/15 | Cindy to bring proposal for Friends funding of outreach to local Ethiopian and other ethnic communities  | Cindy/Carol                         | 6/2/15 | Open                              |
| 050415.5 | 5/4/15 | Small reception to be held for Book Sale volunteers, funded by the Friends   | Betty                               | 6/2/15 | Complete                          |
| 060115.1 | 6/1/15 | Cindy to quote Friends on price and scope of 3D printer build-out process (due for July meeting); estimate is \$550-1350 class fees.                                       | Cindy                               | 7/6/15 | Complete                          |
| 060115.2 | 6/1/15 | For July meeting, Cindy will provide a recap of what's been funded, and what's left, so the Friends can vote on the priorities and specific requests.                      | Cindy                               | 7/6/15 | Complete                          |
| 060115.3 | 6/1/15 | Cindy will follow up on Children's authors living in Alexandria, Marfay  | Cindy                               | 7/6/15 | Open                              |



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|          |        | Feurgeson Delano, and Professor Elizabeth Clark Lewis.   |                                |        |   |
| 060115.6 | 6/1/15 | Work on the idea of a bi-monthly “info sheet” with strong visual appeal  | Cindy, Rebecca, Gina           | 8/3/15 | Open  |
| 070615.1 | 7/6/15 | Suggest complete action item list as historical record, while moving Completed items to separate list to keep Minutes manageable.  | Rebecca                        | 8/3/15 | Completed / In process (ongoing)                    |
| 070615.2 | 7/6/15 | Have a flash sale at Fall Festival & also feature the membership for Friends & promote the Nov. booksale   | Nancy & Cindy                  | 8/3/15 | Closed – <i>flash sales are regular feature now</i> |
| 070615.4 | 7/6/15 | get an estimate for a new wall safe, bigger and easier to access than the current one, before we progress with the installation  | Betty, w/Nancy & Cindy on-call | 8/3/15 | Complete  |
| 070615.6 | 7/6/15 | for Fall Festival, consider to bring in ‘characters’ and get photos in front of murals – with a hand-sign for “I’m a Friend of Beatley Library!” or similar, to create social media buzz                                   | Cindy                          | 9/7/15 | Complete  |
| 070615.7 | 7/6/15 | Richard will talk to friends who are Master Gardeners to find out more about Alexandria Garden Club groups (Garden Club of Virginia local chapter?), to discuss options for the garden renovation and volunteer management | Richard                        | 9/7/15 | Complete  |
| 070615.8 | 7/6/15 | collect regular attendees email and phone for Friends’ activities involving ‘regular’ meeting attendees  | Rebecca                        | 8/3/15 | Open  |
| 070615.9 | 7/6/15 | add a Friends’ membership message for the Library main website   | Chuck w/Cindy                  | 8/3/15 | Open  |

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| 070615.10 | 7/6/15 | set up Friends' table for new sign-ups during Election voting period when many people are in the library                                      | Kenneth w/Laura           | 8/3/15  | Closed  |
| 080315.1  | 8/3/15 | Patty add to email distribution list  | Rebecca                   | 9/8/15  | Complete  |
| 080315.2  | 8/3/15 | Standardize titles used in minutes "Attendees" section for consistency - use VP titles vs. 'lead'   | Rebecca                   | 9/8/15  | Complete  |
| 080315.3  | 8/3/15 | Send Cindy name of photobooth vendor for consideration for Fall Fest  | Rebecca                   | 9/8/15  | Complete  |
| 080315.4  | 8/3/15 | send electronic copy of Staff report monthly, for distribution  | Cindy                     | 9/8/15  | Complete  |
| 080315.4  | 8/3/15 | Stuart and Chuck to meet at 7pm Wed, 8/5 to review tax prep   | Stuart & Chuck            | 8/5/15  | Closed  |
| 080315.5  | 8/3/15 | Nancy to provide Friends with code for reference  | Nancy (to Chuck)          | 9/8/15  | Closed –<br><i>no one requested code to review books via our online account</i> |
| 080315.6  | 8/3/15 | CDs/DVDs/Books flash sale of over-stock items at Fall Festival weekend; consider to set up in breezeway [also Membership will be represented] | Nancy/Book Sale Committee | 9/8/15  | Complete  |
| 080315.7  | 8/3/15 | Review minutes for assigned action items and be ready with updates  | ALL                       | 9/8/15  | Complete  |
| 090815.1  | 9/8/12 | Send email to Carol for posting of video to FaceBook  | Chuck                     | 11/2/15 | Open  |
| 090815.2  | 9/8/12 | coordinate promotional content with Communications (Anton, Cindy) to Library's communications team  | Chuck                     | 11/2/15 | Open  |
| 090815.3  | 9/8/12 | Find out where are booksale yard signs stored? (Nancy ask Betty)  | Nancy                     | 10/5/15 | Complete  |

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| 090815.4   | 9/8/12    | Investigate City of Alexandria inclusion of events in City Website & Calendar of Events (Dave/Nancy)   | Nancy/Dave  | 11/2/15                                   | Complete<br><br><i>(see notes for 12/16 meeting for details)</i> |
| 10.05.15.1 | 10/5/2015 | Come up with a plan to transfer online payments for memberships to the membership committee  | Laura + Carol                                     | TBD – by the time online payments enabled | Complete   |
| 10.05.15.2 | 10/5/2015 | Work with Cindy to move forward  | Chuck   | 11/2/15                                   | Closed   |
| 10.05.15.3 | 10/5/2015 | Spring book sale – 1 check bounced from a book dealer; no remediation has happened. Nancy/Stuart to provide name to Laura and ensure this person is NOT able to participate in Fall book sale. | Nancy w/Stuart & Laura                            | 11/2/15                                   | Closed   |
| 10.05.15.4 | 10/5/2015 | Friends of Library week event - 2pm-8pm, 2 or 3 people requested to assist, <u>especially after 4pm</u>  | ALL – contact Laura to confirm your participation | 11/2/15                                   | Closed   |
| 10.05.15.5 | 10/5/2015 | <b>Add fine print to Facebook page to advise that all book sale and media sale content sold are donations, not from Library</b>  | Carol   | 11/2/15                                   | Open   |
| 10.05.15.6 | 10/5/2015 | Cindy will provide the full report has actual engagement feedback  | Cindy   | 11/2/15                                   | Complete   |
| 10.05.15.7 | 10/5/2015 | Children’s area funding, Teen, and Adult programs unspent funds – why have the expenditures not been consumed? Friends is carrying \$1500+ to close out on children’s alone...                 | Cindy w/Stuart                                    | 11/2/15                                   | Closed   |
| 10.05.15.8 | 10/5/2015 | AMAZON.com equipment and account is currently maintained by Joe – Friends signed up for own Amazon.com account to be able to scan books when   | Joe w/Nancy                                       | 11/2/15                                   | Closed   |

|             |               |  |                           |      |                        |
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|             |               | going through donations... equipment is not being used, and Amazon account not being used... it's been on Joe's credit card account; Joe would like to delete the account. Will de-activate account              |                           |      |                        |
| 11.02.15.1  | 11/2/20<br>15 | Chuck to send Eileen's briefing on why Friends should be an independent organization to Cindy, Richard, Carol, and Laura   | Chuck                     | 12/7 | Complete               |
| 11.02.15.2  | 11/2/20<br>15 | Include bookmark in new member packets   | Laura + Nancy             | 12/7 | Complete               |
| 11.02.15.3  | 11/2/20<br>15 | Rebecca to set up a separate meeting for a short-term "tiger team" to create a plan in November, with January start of work. (Chuck, Richard, Kenneth, Annabelle, volunteer with Cindy as POC for Library Staff) | Rebecca                   | 12/7 | Complete               |
| 11.02.15.4  | 11/2/20<br>15 | <b>With Elections, keep an eye on new council members for follow-up post-election (Advocacy)</b>   | Chuck                     | 12/7 | Open                   |
| 12.07.15.01 | 12/7/20<br>15 | Chuck and Betty to discuss Council participation in Friends' meeting   | Chuck, Betty              | 2/1  | Complete               |
| 12.07.15.02 | 12/7/20<br>15 | Functional leadership to individually contact Friends' members who indicated an interest in volunteering on their renewal form (Contact info sent to leadership by Laura via email)                              | All Functional Leadership | 2/1  | Complete<br>(by Laura) |
| 12.07.15.03 | 12/7/20<br>15 | Stuart to create a line item placeholder for funding for sponsorship of Fall for Books (George Mason), due next summer   | Stuart                    | 2/1  | Complete               |
| 12.07.15.04 | 12/7/20<br>15 | Post-Fall book sale, Friends' have available revenue of ~\$42k (and increasing) to spend, and need new   | Cindy                     | 2/1  | Complete               |

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|-------------|-----------|--|---------|----------|-----------------------------------|
|             |           | ideas to commit those funds against. E.g., adult area redesign; garden furniture replacement; etc....  |         |          |                                   |
| 12.07.15.05 | 12/7/2015 | There are marks and dings appearing in children's area and wall murals –need to expedite procurement and installation of corner-covers. <i>[Secretary's note: there is an open item 10614.5 for the original request; this action to expedite is to draw new attention to the need.]</i> | Cindy   | 2/1      | Complete                          |
| 12.07.15.06 | 12/7/2015 | Betty will call Eileen to make a good-faith effort to obtain by-laws documentation and other legal documentation pending from turnover of leadership (2014)  | Betty   | 1/31     | Complete                          |
| 12.07.15.07 | 12/7/2015 | Betty to provide former Duncan contact information for attorney to finalize by-laws, and Richard to assist with research for selection of attorney to support the de-coupling from the Library non-profit group  | Betty   | 2/2      | Closed – OBE (overcome by events) |
| 01.04.16.01 | 1/4/2016  | Library Staff to provide talking points for 1/23 <sup>rd</sup> Libraries advocacy meeting to Chuck   | Cindy   | NLT 1/20 | Closed                            |
| 01.04.16.02 | 1/4/2016  | Laura to provide addresses of members who don't have, or haven't provided email addresses at registration, to Chuck, to distribute By-Laws for review  | Laura   | 3/1      | Closed                            |
| 01.04.16.03 | 1/4/2016  | Cindy to email Stuart list of Pledges  | Cindy   | 1/5      | Complete                          |
| 01.04.16.04 | 1/4/2016  | Carol to send Chuck a paragraph 'teaser' to remind people to LIKE Friends content to include in next Friends communication   | Carol   | 2/1      | Open                              |
| 01.04.16.05 | 1/4/2016  | Rebecca to send Carol photos of Thank You Cards for posting on FB  | Rebecca | 2/1      | Open                              |

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| 01.04.16.06 | 1/4/2016 | Outreach and volunteer request to get on a list of those with SUV or van or truck who would be willing to assist in large-volume book pickups and drop-offs [ONGOING/ ROLLING ITEM]  | Carol, Nancy, Kenneth... | TBD                                 | Open     |
| 02.01.16.01 | 2/1/2016 | Friends' ask Cindy to provide more information on what "Services" are included in the cost of annual maintenance, as this is outside of warranty repairs   | Cindy                    | Prior to approval of budget request | Complete |
| 02.01.16.02 | 2/1/2016 | Cindy to provide details of what is included in the proposal, and ask to City for funding  | Cindy                    | Prior to approval of budget request | Complete |
| 02.01.16.03 | 2/1/2016 | Cindy to request Sean to provide detailed proposal for cost breakout.  | Cindy                    | Prior to approval of budget request | Open     |
| 04.05.16.01 | 4/5/16   | Compact shelving has never had maintenance, and has had some functionality issues – request to recommend the Library solicit quotes for someone to come in and perform maintenance IF city capital funding is not available for this | Nancy                    | None assigned                       | Complete |
| 05.03.16.01 | 5/3/16   | Cindy needs volunteers for additional work on the garden – will send text to Chuck to solicit for assistance; also send to Carol for Facebook  | Cindy/Chuck /Carol       | May                                 | Complete |
| 05.03.16.02 | 5/3/16   | Cindy requests support to promote the Garden Party from Friends – both regular supporters as well as City Council members – Cindy to provide text to Chuck and Carol, Chuck to distribute  | Cindy/Chuck /Carol       | May                                 | Complete |
| 06.07.16.01 | 6/7/16   | Nancy to invite Anton to a Friends meeting to build collaboration  | Nancy/Anton              | September or October                | Open     |

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| 06.07.16.02 | 6/7/16  | Volunteer coordinator from Library could potentially help us to identify ways to work with local students & contact Marion Bruncan w/Volunteer Alexandria  | Gary                | September or October | Open               |
| 06.07.16.03 | 6/7/16  | Request for Chuck to raise issue of lack of press outreach and PR visibility for Library for work being done   | Chuck               |                      | Complete / ongoing |
| 07.12.16.01 | 7/12/16 | Rebecca and Chuck will draft a message to attorney and Chuck will send   | Rebecca             |                      | Complete           |
| 07.12.16.02 | 7/12/16 | Need volunteers to water the large potted plants (hoses are in place) & perform weeding  | Cindy               |                      | Open               |
| 9.05.16.01  | 9/5/16  | Cindy to come back on "wrap" mural for door to garden  | Cindy               |                      | Open               |
| 9.05.16.02  | 9/5/16  | Tote bag marketing - recommend to order a sign to advertise they are available (at the booksale)   | Nancy               | October 20           | In Process         |
| 10.04.16.01 | 10/4/16 | Chuck to email Alex. Gazette reporter photo & info to promote Sale; Nancy/Cindy provide photos and content; see photo of Bookmark, attached  | Chuck, Nancy, Cindy | October 14           | Complete           |
| 10.04.16.02 | 10/4/16 | Laura to confirm Kenneth availability for evening shift  | Laura               | October 17           | Complete           |
| 10.04.16.03 | 10/4/16 | Cindy to provide update on cost of high-frequency use 3D printer for Library<br><br><i>NOTE: the Friends encourage the staff to evaluate the variety of capabilities, material consumption efficiency, and longevity of printers as well as materials and machine cost when making a recommendation, e.g., desktop-run professional level printing from <a href="http://formlabs.com/">http://formlabs.com/</a> \$2500-\$3500 supports making jewelry, entertainment figures, machined parts, and uses the higher-detail SLA</i> | Cindy               | December 31          | Complete           |

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|             |           | <i>technology but with materials that don't require a UV cure.</i>  |                                      |              |          |
| 10.04.16.04 | 10/4/16   | Recommendation to provide a bigger scale logo to "Fall for the Book" for next year to increase visibility of our participation  | Cindy                                | End of Q2/17 | Open     |
| 11.01.16.01 | 11/1/16   | Chuck to provide info on bylaws liability requirements  | Chuck                                | January 2017 | Complete |
| 11.01.16.02 | 11/1/16   | Chuck has 3 minutes to speak in front of the Council in January: would like to come up with some new ideas for talking points from Library Staff                                | ALL/Staff                            | January 2017 | Open     |
| 12.01.16.01 | 12/6/2016 | Ask Cindy to schedule a "demo night" for Friends to experience the various tools that the library has purchased recently and deployed, so we can see/experience/work with them. | Diana                                | February     | Open     |
| 12.01.16.02 | 12/6/2016 | look at membership e-form to replace mailings – simplify process "green"/paperless applications and renewals (volunteer needed)   | TBD                                  | TBD          | Open     |
| 12.01.16.03 | 12/6/2016 | Nominating committee must deliver the slate of nominees by April 4  | Rebecca, Annabelle, Babs             | April 4      | Open     |
| 01.01.17.01 | 1/3/17    | Listen to the performer on his website – <a href="http://www.harpguitar.com">www.harpguitar.com</a> - and bring thoughts back to February meeting on funding it                 | ALL                                  | February     | Open     |
| 01.01.17.02 | 1/3/17    | Nancy to follow up on expected December check not yet received  | Nancy                                | February     | Open     |
| 01.01.17.03 | 1/3/17    | Friends need a space to store the incorporation documents, preferably in the library  | Friends officers w/ Input from Cindy | February     | Open     |



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| 01.01.17.04 | 1/3/17 | Establish small teams to review individual areas of strategic   | Volunteers to be taken @ Feb Mtg    | February            | Open     |
| 01.01.17.05 | 1/3/17 | Identify a date for the Executive Committee (officers) to meet and finalize the first strategic plan – day-long session anticipated               | Executive Committee + Cindy         | March               | Open     |
| 02.07.17.01 | 2/7/17 | Stuart and Nancy need Tax Exemption Certificate in the NEW name of the Friends  | Stuart, Chuck, Attorney for Friends | ASAP                | Open     |
| 02.07.17.02 | 2/7/17 | Send a letter of condolence to Joseph Pincus  | Rebecca (Chuck also sent a note)    | ASAP                | Complete |
| 02.07.17.03 | 2/7/17 | Laura has contact information for PR agency for “Hidden Figures” author, but we need an outreach approach to promotion before we pursue booking.  | Laura, Cindy, Kenneth               | May                 | Open     |
| 02.07.17.04 | 2/7/17 | Cindy will come back with a new request and plan for concert series.  |                                     |                     |          |
| 03.07.17.01 | 3/7/17 | Verify if there is no circuit breaker on the main box in the library that is contributing to the power outages, to determine if this can be fixed | Cindy                               | May (before summer) | Open     |
| 03.07.17.02 | 3/7/17 | Anyone who’s going to CostCo/BJ/HarrisTeeter, we need ‘tomato flats’ – the strong low-edged boxes for stacking/moving books during sale.          | ALL VOLUNTEERS & FRIENDS            | April               | Open     |
|             |        | HOLD FOR ANY APRIL ACTION ITEMS   |                                     |                     |          |
| 05.09.17.01 | 5/9/17 | Booksale committee will provide children’s and cookbooks to sell at the Market  | Nancy, Patty                        | May 21-Oct 22       | Open     |
| 05.09.17.02 | 5/9/17 | Provide Confidence with Friends’ materials to stock the farmer’s market   | Laura                               | May 21-Oct 22       | Open     |

|             |         |   |                      |         |      |
|-------------|---------|---|----------------------|---------|------|
| 05.09.17.03 | 5/9/17  | Pursue fundraising idea for “ <b>Book Fair @ Barnes and Noble</b> ”... you ask for a (free) sticker, buy a book or anything on our ‘book fair’ day, and the Friends get a portion of the proceeds of anything sold that day; this is dependent on us publicizing the event and driving attendance | Nancy, Kenneth       | Ongoing | Open |
| JUNE        |         |   |                      |         |      |
| JULY        |         |   |                      |         |      |
| SEP         |         |   |                      |         |      |
| 10.03.17.01 | 10/3/17 | Group agreed that a rotation board will take up the issue and present back to the Board with a proposal(s) on how the current board leadership can be rotated in  | Nominating Committee | Nov/Dec | Open |
| 10.03.17.02 | 10/3/17 | Solicit Friends’ members to volunteer to provide legal and accountant services to the Friends formally.   | Chuck w/Nancy        | Ongoing | Open |