

Executive Board Meeting Minutes

Day: Monday
Date: December 18, 2023
Time: Beginning at 1:02 p.m.
Location: **Browsers Corner Book Store**
711 E. Washington Street, Carson City, NV 89701

1. Call to Order

Roll Call and Determination of Quorum

The meeting was called to order by President Joseph Modarelli at 1:02 p.m.

ATTENDANCE: Joseph Modarelli, Jeanne Underwood, Phillip Patton, Deb Case, Lisa Buder, and Mary Lee. Joe determined that there was a quorum.

2. Public Comment

There was none.

3. For Possible Action - Approval of Meeting Minutes for 10-16-23

Jeanne moved and Phil seconded approval of the 10-16-23 Executive Board Meeting Minutes. Minutes were approved unanimously.

4. For Possible Action - Friends of the Carson City Library Business

a. **For Possible Action** - Presentation, discussion, and possible action on the Treasurer's Financial Position and Income/Expense to date for 2023 Sales of books have continued to do well. It is estimated that income from the Book Store will be similar to last calendar year. Deb motioned and Mary seconded the filing of the December Financial reports.

b. **For Possible Action** - the proposed Budget for Calendar Year 2024.

The budget was discussed that will be proposed to the membership at the Annual Meeting in January. Publicity and Marketing were greatly reduced with the discontinuing of the Rad contract and payment to Carson Now. The only expense in this area for the new budget is for Hoot Suite which is software to simplify social media postings. Half the expense is under the Book Store and half is under The Friends section of the budget. During the current year the website revision and banner were paid for.

Credit Card Processing is based on the historic percentage of the cost for daily sales. There is no plan to purchase new equipment or furniture. The new Square

and iPad were purchased during the current year. Rent will increase by \$50.00 a month beginning March 1, 2024.

Supplies are purchased from Amazon.com and Home Depot and have no sales tax or shipping charges. Some supplies will be purchased soon from Costco.

Purchasers will learn how to be exempt from sales tax at Costco.

Dues and Fees include the annual registration with the Secretary of State, the fee for Microsoft 365, the American Library Association dues, and the Chamber of Commerce Dues. The fee for McAfee software will be added to the budget.

Meetings includes the annual meeting in January and the down payment in December for the 2025 annual meeting and the staff appreciation luncheon for the library staff.

The proposed budget with the addition of \$49.00 for McAfee software was approved by the Committee and will be presented to the membership in January.

c. ***For Possible Action*** – Presentation, discussion, and possible action regarding the Publicity Task Force

Minuteman Press printed some publicity materials and did not charge for them.

Deb will write a thank you note.

Rad provided the information that was needed towards development of the new website. Publicity pictures for the website are old and new ones will be taken. It is planned that the new website will go live on January 1.

The display at the Library has been there from December 1 and will be taken down on the 29th. Deb may need a place to store some of the items from the display that will be used in subsequent displays. We will be able to have a Library display next year in March and December.

Deb discussed a possible proposal. A business downtown would possibly like to purchase some books occasionally. The books would be donated to children who come in the business. The possibility of selling that store and possibly others each a basket of books was discussed. A bookmark from Browsers could be placed in each book.

Deb has written an article for the Nevada Appeal. An article could be written for Carson Now.

5. For Possible Action - Friends of the Carson City Library and Committee Reports.

a. For Possible Action - Report on Browsers Corner Book Store

The gift for all the Browser's volunteers was discussed. It will be presented to them at the January Annual Meeting. Motion to approve the gift was made by Deb and seconded by Jeanne. It was approved unanimously. The Board members will sign cards to all the volunteers.

b. Information Only - Executive Board and Committee Reports

The annual meeting has been scheduled for January 27, 2024. Mary will work on developing the packet to be given to FOCCL members at the meeting. We will make copies at the store.

6. For Possible Action - Adjournment

Phil moved for adjournment. Meeting was adjourned at 2:07 p.m.

Copies of the approved Minutes will be made available at Browsers Corner Book Store, located at 711 E. Washington Street, Carson City, NV 89701 or by contacting friendsinfo@friendsclibrary.org.