

Executive Board Meeting Minutes (Revised)

Day: Monday
Date: February 19, 2024
Time: Beginning at 12:59 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 12:59 p.m.

ATTENDANCE: Joseph Modarelli, Phillip Patton, Deb Case, Lisa Buder, Molly Walt, Nevada Rural Counties RSVP Program, Susan Mathes, Chair of the Finance Committee, Sharon Alexander, and Mary Lee. Joe determined that there was a quorum.

2. Public Comment

The Nevada Rural Counties RSVP Program, with grant funds through AmeriCorps, provides placement and recognition of volunteers and mileage reimbursement for Book Store volunteers and volunteers for several other organizations in Carson City, including for RSVP, the Carson Tahoe Gift Shop, the Railroad Museum, the State Museum, and the Sherriff's Office.

Molly Walt suggested name tags for volunteers at the Book Store that would show the RSVP Connection. Since Book Store Volunteers already have metal name tags, it was decided to post a sign in the store that would acknowledge this.

Sharon Alexander, a Book Store volunteer, designs post cards for the Nevada Museum Store and sells them there. She would like to design post cards and sell them for the Book Store. It was requested that Sharon write up her ideas and submit them to the Board for review.

3. For Possible Action - Approval of Meeting Minutes for 12-18-23

Phil moved and Deb seconded approval of the 12-18-23 Executive Board Meeting Minutes. Minutes were approved unanimously. These Minutes will be added to the new Website.

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 2024.

Sales of books have continued to do well. Income was higher than anticipated in January due to a generous donation. Since donations are unknown in advance of their receipt, they are not included in the budget. No action was taken.

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

The new website is up and running. Its address is www.FriendsCCLibrary.org

A YouTube video for training on the website was developed. Jeanne Underwood and a new volunteer, Christie Vugteveen, have been posting Book Store information on Facebook, Instagram, and X. The Mail Chimp file from RAD was updated to reflect the current FOCCL membership. A waiver was created for photographs that will appear on the Website. There was discussion of establishing a second Mail Chimp group for customers who give their emails. No action requiring a vote was taken.

- c. ***For Possible Action*** – Presentation, discussion, and possible action regarding the Newsletter, including its format, publication, responsibilities.

A marketing person recommended to Deb that we publish a newsletter twice a year that covers what has been happening in the Book Store during the previous six months. It could be posted on the Website, and sent to FOCCL members and customers and have copies of it available in the Book Store. Either Mail Chimp or Canva could be used to mail the e-copies. Joe asked Deb to explore the possibilities and bring any recommendations to the next Board meeting. No action requiring a vote was taken.

- d. ***For Possible Action*** – Presentation, discussion, and possible action regarding Publication of the Minutes including where and when.

Mary will provide Deb with copies of Minutes the Board has approved in 2024 to post on the Website. No action requiring a vote was taken.

- e. ***For Possible Action*** – Presentation, discussion, and possible action regarding donations to spruce up the store.

There is money in the budget to cover the cost of cleaning the carpets this spring. A donation to pay for sprucing up such as painting, could either be restricted to that or unrestricted. Unrestricted donations are preferable since they do not limit how the funds may be spent. No action requiring a vote was taken.

5. Information Only - Friends of the Carson City Library and Committee Reports.
 - a. Information Only - Report on Browsers Corner Book Store
There are now enough volunteers for the Book Store that all positions have been filled.
 - b. Information Only - Executive Board and Committee Reports
Susan submitted a written report to the Board about the Finance Committee history and operations.
6. For Possible Action - Adjournment
Phil moved for adjournment. Meeting was adjourned at 1:50 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, and on the FOCCL Website at: www.friendscclibrary.org or by contacting friendsinfo@friendscclibrary.org .