

Executive Board Meeting Minutes - Revised

Day: Monday
Date: June 17, 2024
Time: Beginning at 1:03 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 1:03 p.m.

ATTENDANCE: Joseph Modarelli, President of FOCCL, Deb Case, Vice President, Lisa Buder, Book Store Manager, Susan Matthes, the Chair of the Finance Committee, and Mary Lee, Secretary. Joe determined that there was a quorum.

2. Public Comment

There was no public comment.

3. For Possible Action - Approval of Meeting Minutes for 4-15-24

Deb moved and Mary seconded approval of the 4-15-24 Executive Board Meeting Minutes. The 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 2024.

The Treasurer was out of town so the report was not presented.

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

A problem arose with the providing of a basket of books to another store. Small business owners have expressed that they do not have time to come into the store to refill their basket of books. It would require someone from the Book Store to visit the businesses periodically to refill the baskets. Deb decided to discontinue this proposal.

A book mark has been developed for publicity of author events which shows all the dates, books, and names of authors for the summer and fall events. It will be given to customers with their purchases.

It has become evident that we need a professional Webmaster to handle back-end web design and maintenance. Deb and Jeanne are able to handle front end maintenance and changes. The back-end maintenance requires someone with current expertise on websites.

It was agreed that we need a Webmaster who we will contract with us for a reasonable rate to handle web updates, plug ins, changes, and web maintenance. It was agreed we need an independent contractor for this work.

A part of the Website membership page is tied the Square system. This portion of the website needs to be updated and would be one of the responsibilities of the Webmaster.

- c. ***For Possible Action*** - Presentation, discussion, and possible action regarding the Newsletter.

Deb reported that the June Newsletter is almost done and will be sent out by the end of June. It will include information about the up coming author events, future Book Store sales including Christmas in July, and the donation of 350 books to Jacks Valley Elementary School. Deb and Jeanne Underwood have written and edited the Newsletter. The next Newsletter will be published in December.

- d. ***For Possible Action*** - Presentation, discussion, and possible action regarding Legal Representation.

We need a consultant for the Friends of the Library to answer legal questions and provide advice. We hope to find an attorney who will do this pro bono. Joe will contact another attorney he knows about this.

5. Information Only - Friends of the Carson City Library and Committee Reports.

- a. Information Only - Report on Browsers Corner Book Store

A sign will be made showing that the maximum occupancy for the Book Store is 49 people. The Store will soon have an exterminator visit and have the carpets cleaned.

- b. Information Only - Executive Board and Committee Reports

Susan presented a report about the Edward Jones accounts. Part of the funds are from donations to a building fund and part were from bank CDs. The building fund portion cannot be spent except on the Library building expansion/remodel. Since 2019, the value of the shares in each of those accounts has decreased and has never returned to the July 2019 value. The overall value of the accounts has increased some due to dividend payments. It was decided that the Susan will talk to Phil about this and will meet with our representative at Edward Jones about whether we need to change our investments.

6. For Possible Action - Adjournment

Deb moved for adjournment. Meeting was adjourned at 2:15 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, on the store's website,

<https://www.friendsclibrary.org> or by contacting friendsinfo@friendsclibrary.org.