

Full Board Meeting Minutes

Day: Monday
Date: July 15, 2024
Time: Beginning at 1:05 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 1:05 p.m.

ATTENDANCE: Joseph Modarelli, President of FOCCL, Deb Case, Vice President, Phillip Patton, Treasurer, Jeanne Underwood, Assistant Book Store Manager, Susan Matthes, the Chair of the Finance Committee, Joy Holt, Director of the Carson City Library, 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 5-20-24

Deb moved and Phil seconded approval of the 5-20-24 Full 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.

Sales of books have continued to do well, and June had the highest income for a month this calendar year. Net profit for the year to date is well above the budgeted amount. Some factors were identified that have helped increase net profit: the banner for Carson Street, the new website and the email lists for both Friends' members and Store customers, and the reduction in website costs.

Phil presented Joy with the check for \$55,000.00 for the annual FOCCL contribution to the Library.

- b. ***For Possible Action*** - Report of the Carson City Library showing progress of projects and successes during the Library fiscal year.

The FOCCL funds help pay for the Summer Reading Program. Participants log the number of minutes that they read. The goal for this year is 800,000 minutes and it will run two weeks longer than last year. There was an event recently that showed exotic reptiles and had 70 attendees. Story time, which is funded by FOCCL, has tripled its attendance since 2021.

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

The publicity banner is currently up on Carson Street and will be displayed again in September, November and December.

A business account has been established with Next Door and ads for the Book Store are being displayed there.

Todd Borg will be speaking at the Book Store on July 29 from 6:00 to 7:30 p.m.

Last month it was agreed that we need a Webmaster for the website. The membership part of the Website needs revising and there is the need for a Webmaster to do web updates, plug ins, changes and web maintenance. Deb found a business that might be able to act as the Webmaster, but she does not know if they would do a good job.

Deb's son made a proposal for this position. He will charge \$50.00 a month for routine maintenance and for additional work he will charge \$50.00 per hour. Phil moved and Susan seconded contracting with Brandon Case as the Webmaster. This contract was approved unanimously.

A web manual is being created which includes the history of the website, two step verification passwords, and operating procedures.

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

Joe continues to contact attorneys to find one who would provide legal advice pro bono.

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

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

Training was provided to most of the Store volunteers on June 24 and July 8. A training manual has been developed. There are two new volunteers and one potential new volunteer.

The carpet was cleaned, and the exterminator will spray for insects on July 22. The donation sign was hit by a car and was broken. Joe suggested posting a sign on The Beast so it could not get damaged. There is now a curtain in the doorway to the back room. This will allow those in the back to hear if assistance is needed in the front of the store.

There is a drive to collect school supplies through August 2. The Christmas in July sale continues to sell some of the excess inventory. The Store sold its old chairs and is purchasing two dozen new folding chairs.

The price for the dump has increased to a flat rate \$19.00 for up to 1,000 pounds. RSVP has developed new time sheets for all volunteers to use instead of the timecards.

6. For Possible Action - Adjournment

Phil moved for adjournment. The meeting was adjourned at 2:04 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.