

Executive Board Meeting Minutes

Day: Monday

Date: October 21, 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, President of FOCCL, Deb Case, Vice President, Phillip Patton, Treasurer, 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 8-19-24

Deb moved and Lisa seconded approval of the 8-19-24 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.

Sales of books have continued to go well. It was discovered that the Friends in the past have funded a staff luncheon for the Library staff, but it has not been done recently. There is money in the Friend's budget to pay for this. Deb sent an email to Joy Holt about this.

The Friends have received a \$1,000 donation every year. It has been used to purchase computers for use by Library patrons. Another computer will be purchased this year. The Gifting Book, which was discontinued, is no longer mentioned on the website.

Jim Ferguson has been handling maintenance/upkeep repair jobs at the store in addition to other volunteer activities. Joe suggested we give him a gift certificate as a thank you. Lisa moved and Deb seconded, giving Jim a \$100.00 gift certificate. Motion approved unanimously.

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

In celebration of National Friends of the Library Week, the Board is giving the Library staff a thank you card and a box of donuts to thank them for all they do."

Author events will start again in April. There will be seven months with events next year. The final author event this year went well. The website will have information for authors who might want to do an author event. Ken Beaton and Todd Borg were mentioned as potential authors next year.

There has been a problem with the website regarding gathering information from potential members. The Members Sign-Up page on our website was created using Square as a platform, and because it can't be revised, it has been out of date for a number of years. Brandon Case, our Webmaster, can disconnect this page so that it is no longer a part of our website and substitute a member sign-up page using WordPress as the platform. This page will then function like the rest of the website and can be kept up to date in the future. It will take about three to four hours for Brandon to fix the website. Lisa moved and Phil seconded payment of \$50.00 per hour for Brandon to fix the website.

Deb and Jeanne Underwood have been developing a guide of history of the website, how the website works, including all the sign ins, log ins and passwords, verification codes, and social media information. When it is completed, the master paper copy and an electronic copy of the guide will be placed in the safe. Deb suggested that the Guide be reviewed annually for any changes.

The Bookstore did a survey of how people learned about the Bookstore. There were 15 responses. Two learned about it from the banner on Carson Street, three saw the store sign, two by online search, six by referral from the banner, and two from the Library.

- c. ***For Possible Action*** - Presentation, discussion, and possible action regarding new building signage.

Two neon signs were approved by the Board at the last meeting and payment was authorized through email. One sign will have Browsers Corner (24 x 26"), and the other will say Used Books (16 x 26 "). The total cost for both signs is \$667.12. They are being purchased online from CanvasChamp.com.

- d. ***For Possible Action*** - Presentation, discussion, and possible action regarding repair of replacement of cameras and wiring.

Joe said no action has been taken since the last meeting.

- 5. Information Only - Friends of the Carson City Library and Committee Reports.
 - a. Information Only - Report on Browsers Corner Book Store

One new volunteer is being trained and there is one potential volunteer. Donations to the store have increased. The half-off sale week made more than a regular price week would have made.

b. Information Only – Executive Board and Committee Reports

The Finance Committee will meet in December to discuss goals for spending and/or investing the money at Edward Jones.

6. For Possible Action - Adjournment

Phil moved for adjournment. The meeting was adjourned at 1:44 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.