

FOCCL Board Meeting Minutes

Day: Monday

Date: May 19, 2025

Time: Beginning at 1:01 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 Betts Markle at 1:01 p.m.

ATTENDANCE: Betts Markle, President of FOCCL, Deb Case, Vice President, Phillip Patton, Treasurer, Lisa Buder, Book Store Manager, Susan Matthes, Chair of the Finance Committee, Joy Holt, Director of the Carson City Library, and Mary Lee, Secretary. Betts determined that there was a quorum.

2. Public Comment

There was no public comment.

3. For Possible Action - Approval of the Board Meeting Minutes for 4-21-25.

There was a minor correction made to the Minutes. Deb moved and Lisa seconded approval for the revised 4-21-25 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 CY 2025.

Sales of books have continued to be above the budgeted amount. The eblasts that have been sent often help keep the store in people's minds.

- b. ***For Possible Action*** - Presentation, discussion, and possible action regarding the Proposal of the Carson City Library for FOCCL Funding for Fiscal Year 2026

Joy Holt presented the Proposal for funding of Library projects for the Fiscal Year starting July 1, 2025. The request included funding for the Summer Reading Program, The Community Program and Outreach, the purchase of audio and print books for the Capital City Reads Program, the payment for adult and youth book leases for the Baker and Taylor Lease Program, and payment for the ebooks and audiobooks in the Digital Collection. The Proposal is in the file and includes more detail about each program request. Phil moved and Deb seconded the motion to provide funding effective July 1, 2025, for all the programs in the amount requested by the Library. Motion passed unanimously.

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

There was an author event last Friday evening which was not well attended. The author was Jacci Turner who writes young adult fantasy books. Tim Hauserman, who writes books about hiking and the outdoors is the author speaking in June.

The website has information about all the author events and for authors who would like to give a talk, information to sign up.

To increase awareness, Deb suggested having a flyer about this talk that would be given to store customers. Deb agreed she would print a lot of copies of the flyer and also place a copy in the store window.

- d. ***For Possible Action*** - Presentation, discussion, and possible action regarding an amendment to the Bylaws to eliminate the completion of the newsletter.

The Bylaws state there will be a printed newsletter. Currently there are e-blasts on the website and in emails about different activities in addition to the newsletter. Deb has gotten feedback and members prefer the e-blasts to the newsletter. The e-blasts are timelier and are brief.

Deb proposed discontinuing the newsletter and removing the newsletter's requirement from the bylaws. Deb drafted a proposal to change the bylaws. The information in brackets is being removed. Lisa moved and Mary seconded approving the following amendment to the Bylaws. Motion passed unanimously.

ARTICLE VII: COMMITTEES (APPOINTEES)

B. Public Relations/Marketing: Chair and committee will develop methods of advising the community about the Friends' goals, activities, and achievements.

a. [Newsletter Subcommittee:] The PR/Marketing Chair will appoint an individual(s) to [write] create and distribute [the Friends; newsletter, "Friends of the Carson City Library"(FOCCL)] periodic updates to Friends' members using the Friends' website, social media accounts and/or direct email outreach [such publication to be issued not less than quarterly].

When Mary receives an electronic copy of the Bylaws, she will amend this section.

- 5. Information Only - Friends of the Carson City Library and Committee Reports.
 - a. Information Only - Report on Browsers Corner Book Store
Substitutes are being used to cover for summer absences. The store continues to have sales above the weekly targeted amount.
 - c. Information Only – Executive Board and Committee Reports

d. Information Only – Board Members’ announcements and requests for information

There was a discussion about an assistant to the Treasurer to learn the duties and to cover in the future as needed. This will be discussed further at the next meeting.

Deb wrote a job description of the Publicity Committee Chair. Betts asked the Secretary to do the same.

6. For Possible Action - Adjournment

The next Board Meeting will be on June 16, 2025, at 1:00 p.m. Betts moved for adjournment. The meeting was adjourned at 2:11 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.friendscclibrary.org> or by contacting friendsinfo@friendscclibrary.org.