

FOCCL Board Meeting Minutes

Day: Monday

Date: June 16, 2025

Time: Beginning at 12:58 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 12:58 p.m.

ATTENDANCE: Betts Markle, President of FOCCL, Deb Case, Vice President, Phillip Patton, Treasurer, Susan Matthes, Chair of the Finance Committee, Ed Skudlarek, a new FOCCL Member, 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 5-19-25.

Deb moved and Joe seconded approval for the May 19, 2025, 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, social media and other publicity have helped with awareness about the store.

The water bill has gone from usage of 1000 to 2000 gallons a month to 6000 gallons. The water bill increased from \$122 to \$184 a month. After the meeting Joe and Phil found a leak by the timer in the flower bed. It appears the timer or a gasket connecting it to the faucet is leaking. Phil will replace the gasket and if necessary the timer.

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

There is an author event on Friday evening, June 20. The author is Tim Hauserman, who writes books about Lake Tahoe hiking and the outdoors. Jay Crowley will discuss her new book, *Tales of the Southwest* in July. Deb had 400 small flyers about the upcoming book event printed and the flyers will be given out to store customers this week.

Deb is writing an article for the Nevada Appeal about what happens to books after they are donated to Browsers Corner.

- c. ***For Possible Action*** - Presentation, discussion, and possible action regarding professional bookkeeping services

Ed Skudlarek and Phil discussed Ed's helping with finances. He has decided not to help due to other commitments he has. He has applied for the Library Board and may help FOCCL in some other capacity.

Rather than a paid bookkeeper, Mary suggested that we might want to pursue having someone serve as an Assistant Treasurer to help Phil and to learn the Treasurer duties.

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

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

Lisa was not able to attend but she presented a short report to the Secretary. There is another new volunteer in training to work in the Book Store. There will be a half-price sale on everything in the store soon.

- c. Information Only – Executive Board and Committee Reports

The next Board Meeting will be on July 28 since Bett had a conflict for the 21st.

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

Bett wrote a job description for the President and Phil wrote a description of his non-Treasurer functions.

- 6. For Possible Action - Adjournment

The next Board Meeting will be on July 28, 2025, at 1:00 p.m. Betts moved for adjournment. The 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, on the store's website, <https://www.friendscclibrary.org> or by contacting friendsinfo@friendscclibrary.org.