

## FOCCL Board Meeting Minutes

Day: Monday

Date: July 28, 2025

Time: Beginning at 1:07 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 1:07 p.m.

ATTENDANCE: Betts Markle, President of FOCCL, Phillip Patton, Treasurer, Susan Matthes, Chair of the Finance Committee, Lisa Buder, Book Store Manager, 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 6-16-25.

Mary moved and Susan seconded approval for the June 16, 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 in the store have continued to be above the budgeted amount. There are more people visiting the store. The one unusual major expense Phillip paid was for Board Insurance. The other insurance is due later in the year.

Phillip wrote the check to the Library for the new fiscal year. The amount was higher than previous years because sales had improved throughout this past fiscal year. The bank account still has a substantial balance after writing this check.

Phillip presented the check to Joy Holt.

- b. ***For Possible Action*** – Presentation of the Carson City Library regarding progress of projects and successes during the Library fiscal year.

Joy reported there has been a record number of signups for the Summer Reading Program. The number of minutes read is 40% higher than the minutes read in 2020. It is expected that there will be a total of 800,000 minutes read. Two weeks ago there were already 746,000 minutes read.

Special programs at the Library have done well. There was one with reptiles. A recent author talk had a good turnout. The Library has continued to participate at the Farmer's Market. Joy hopes the Library will continue to see increased participation in these programs. The new Strategic Plan will be signed soon.

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

Betts suggested we explore what other non-profits have done for bookkeeping. Phil said he spends 10-15 hours per week on Treasurer duties. It was suggested that we contact Molly Walt of RSVP and the Senior Center Director about how they handle financial duties and if they know of someone who might be qualified.

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

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

Lisa reported that there is a new student helping in the Book Store. An unhoused person has asked to volunteer in the store. He spends a lot of time at the Library and would like to help us. It is time to order 10 to 12 more aprons.

- b. Information Only – Executive Board and Committee Reports

We will discuss Finance Committee Business at the next meeting as well as Bylaw Amendments. Lisa gave us two proposed amendments from the Book Store.

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

Mary wrote a job description for the Secretary duties.

6. For Possible Action - Adjournment

Betts moved for adjournment. The meeting was adjourned at 1:52 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](mailto:friendsinfo@friendscclibrary.org).