

FOCCL Board Meeting Minutes Revised

Day: Monday
Date: August 18, 2025
Time: Beginning at 12:57 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 12:57 p.m.

ATTENDANCE: Betts Markle, President of FOCCL, Phillip Patton, Treasurer, Deb Case, Vice President, Susan Matthes, Chair of the Finance Committee, Jeanne Underwood, Book Store Assistant Manager, Joseph Modarelli, Past President, Beth Lucas, Carson City Library Board of Trustees 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 7-28-25.

Phil moved and Joe seconded approval for the July 28, 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.

Jim Ferguson recommended that the Alberta Spruce tree at the end of the brick planter be removed. Its root system has gotten too large for its location. There was no recommendation to plant something else in its place. Jim told Phil that he would remove it. Phil moved and Joe seconded approval to remove this tree. Motion passed unanimously.

Phil explained that some expenses are below the budgeted amount, but other expenses are higher. For example, there has been the payment for removal to the dump of books that cannot be sold due to their poor condition. Utilities have been over budget. Administrative cost of supplies has been well under budget. Book sales continue to be above the budgeted amount. Overall, we are doing well.

The Friends received a \$1000 donation. It included membership renewal and the rest as a donation.

- b. ***For Possible Action*** - Presentation, discussion, and possible action regarding proposed Bylaw Amendments.

There were two proposals that were submitted by the Book Store Management. The first was that "There must be two volunteers present in Browsers Corner Book Store for each shift." The second related to hours volunteers may be in the Book Store. It was revised to state "Volunteers will not be in Browsers Corner Book Store on any day before 7:30 a.m. and no later than 7:00 p.m."

Betts determined that these do not need to be added to the Bylaws. They will be included in the Training Manual for Volunteers.

Betts and Deb will meet and review the Bylaws to determine if any changes to them are needed.

There was discussion about posting the Bylaws on the FOCCL website. After discussion Deb moved and Joe seconded that the Bylaws will NOT be posted on the website. Motion passed unanimously.

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

Beth Lucas, an Accountant who serves as Vice-President of the Carson City Library Board attended the meeting. After discussing the duties of the Friends Treasurer, Beth recommend that we may need two people, one to help with all the monthly financial activities and one to handle the tax return. Currently we pay a service to actually file the tax return as a Non-Profit Corporation.

Jeanne agreed to prepare an E-blast to members asking for someone to help Phil with regular financial duties, e.g. processing deposits from the store, paying bills and completing monthly reports.

- d. ***For Possible Action*** - Presentation, discussion, and possible action regarding the Finance Committee, including risk tolerance and financial goals.

This will be postponed until after the next Finance Committee meeting (which will be held after this Board Meeting) and discussion with Edward Jones staff.

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

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

Jeanne reported that three volunteers were lost and three new volunteers and two additional applicants were gained. Three of these are men.

A volunteer is handling dump runs for books that cannot be sold or used by other groups. There is a mouse (or more than one) who has decided to reside in the Book Store. A new volunteer, who worked in pest control (now retired), is showing staff where to place

traps. The AC had stopped working and it has been cleaned. There is a large stack of leaves outside which Joe agreed to clean up.

There was a sale for teachers. Two teachers showed up for the sale. Because of the large number of puzzles there is a two-for-one sale this week.

To improve on the flow of books, a sign has been put up on the front door to remind customers that we only accept three boxes or bags of books at a time. If someone has more, they need to contact Lisa Buder and schedule a time to bring their donations into the store.

With the exception of their newest books, the most popular, prolific authors' hard back fiction books have been consolidated and moved to Room 5. This provides more display space for other authors in the other room with hard back fiction.

b. Information Only – Executive Board and Committee Reports

Deb reported on publicity activities. Regarding author events, Bruce Rettig talked about his experiences working on the North Slope of Alaska. He has written a memoir. John Gann has been a tremendous help with setup and take down before and after the author events. Bill Brown, who will be the speaker on September 19, has written supernatural thrillers.

The Washoe County Library has cancelled its author festivals for this year and next year.

Deb wrote an article for the Appeal about behind the scenes in the Book Store that has been well received.

The banner was up on Carson Street in July and will be up next from December 22-28.

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

Betts discussed what the Book Store does at the last Library Board of Trustees meeting. The Chair asked that the Friends provide a quarterly report to the Board.

6. For Possible Action - Adjournment

Joe moved for adjournment. The meeting was adjourned at 2:14 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