FOCCL Board Meeting Minutes - Revised

Day: Monday
Date: September 15, 2025
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 Betts Markle at 12:57 p.m.
   ATTENDANCE: Betts Markle, President of FOCCL, Deb Case, Vice President, Phillip Patton, Treasurer, Susan Matthes, Chair of the Finance Committee, Lisa Buder, Book Store Manager, Joseph Modarelli, Past President, 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 8-18-25.
   Phil moved and Susan seconded approval for the August 18, 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 and discussion of the Carson City Library's progress, projects and successes during the Library fiscal year.

      Joy reported that the Summer Reading program had a record turnout. "Get Yette to Read" is the theme for the Winter Reading Program.

      Joy reported that the Library had received a $1,000 donation from the Friends. It was being used to replace one or two computers. The Library will determine which computers were the nearest to the end of their lives and will replace one or two of them. The Library will make up the difference if the cost is more than $1,000.

      Joy stated there is a long waiting list for books in the digital collection. The Library received a $5,000 grant from the State Library, which was spent on the books purchased for the digital collection. The Library was able to combine that grant with Library budgeted funds to purchase 5,500 titles.

      The Library has started a STEM Saturday program, which will include different stem-type programs. In addition, the Library has launched four workshops on strategic planning.

   b. ***For Possible Action*** - Presentation, discussion, and possible action on the Treasurer's Financial Position and Income/Expense to date for CY 2025.

Phil reported the Book Store sales continue to be very good. There is a sizeable net profit through August. Book sales continue to be above the budgeted amount.

There is a healthy surplus in the account. In December Phil will pay a deposit to the Plaza Hotel for the January luncheon. Also, gift cards will be purchased for all the volunteers.

The Friends received a $1000 donation. It included a membership renewal and the rest is a donation. The entire donation has been given to the Library for computers.

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

Deb reported on publicity activities. Regarding author events, Bill Brown will discuss his supernatural thriller books on September 19, 2025. Todd Borg will be the featured author on October 7. His talk will be in the Digitorium. Last year there was a maximum capacity crowd for his talk in the Book Store. Monica Marcinko will dress as an elf when she discusses her children's books "I Want to be an Elf" and "Santa Manners" on November 15.

The Book Store banner will be up on Carson Street from December 22-28.

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

Betts and Deb met to discuss revising the Bylaws. They agreed it would be worthwhile combining the Bylaws with The Constitution. The Constitution is usually an overarching document with a big scope, while the Bylaws provide more specific details. Deb reported that for non-profit corporations the two documents are usually combined. The Bylaw changes will be discussed at the next Board meeting.

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

There are several potential bookkeeping volunteers. They will be interviewed by Phil and Book Store staff.

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

At the Finance Committee Meeting after the Board Meeting some recommendations were made. Susan and Joe will meet with Edward Jones to discuss the proposed changes. It was agreed to combine accounts so there will be three funds: a rainy-day fund, a restricted fund for restricted donations, and a fund which could be used for Library projects.

5. Information Only - Friends of the Carson City Library and Committee Reports.
   a. Information Only - Report on Browsers Corner Book Store
      Lisa reported that one volunteer was lost and two new volunteers, including a high school student, were gained. The store has been doing well. There will be a half off sale soon.

      The Fire Marshall has reported that the back gate must be unlocked if anyone is in the store.

      Restricted hours for persons to be in the Book Store will be 7:30 a.m. to 7:00 p.m. For safety, during the above hours, if anyone is in the store, at least two people must always be in the store.

   b. Information Only – Executive Board and Committee Reports
      There were no reports.

   c. Information Only – Board Members' announcements and requests for information
      Betts reported that a nominating committee will be needed soon. The terms for the Vice-President and the Secretary are ending.

6. For Possible Action - Adjournment
   Betts moved for adjournment. The meeting was adjourned at 2:15 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