

FOCCL Board Meeting Minutes Revised

Day: Monday

Date: October 20, 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, Lisa Buder, Book Store Manager, Joseph Modarelli, Past President, 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 9-15-25.

There were two corrections to the Minutes. It was added that funds used to purchase books included Library budgeted funds. The word Stem was changed to all capital letters. Deb moved and Lisa seconded approval for the revised September 15, 2025, Board Meeting Minutes. The Minutes, as revised, 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.

Phil reported the Book Store sales continue to be very good. There is a sizeable net profit through September. 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.

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

Deb reported on publicity activities. Regarding author events, there were 49 attendees at Todd Borg's book talk. Todd expressed some concern because books sales were considerably less than in the past. His talk was in the Library Digitorium. Last year there was a maximum capacity crowd for his talk in the Book Store.

Terri Farley will have a craft activity related to her Phantom Stallion series of children's books on Saturday November 8.

The Book Store banner will be up on Carson Street from December 22-28. Deb filled out the application for Banner dates in 2026. The display in the Library was able to use both display cases this year. Deb has requested that both be available next year. Suzanne Pupacko prepares the displays.

- c. 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 were discussed. The Bookstore was added as a Standing Committee with the Bookstore Manager added as the Chair of that Committee. Separate committees for the Budget and for the Finance Committee are included. The Treasurer chairs the Budget Committee. Phil stated this makes sense since the Treasurer oversees all budget activities.

Joe moved and Phil seconded that the revised Bylaws be approved. The motion was approved unanimously.

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

There are several potential bookkeeping volunteers. They were interviewed by Phil. Phil would like to start training the selected person, Wendi Joiner. Phil expressed some concerns about her background but he felt she is well qualified to perform the duties of Assistant Treasurer. Phil will start training Wendi Joiner soon.

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

Susan will set up a meeting 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.

- f. For Possible Action* - Presentation, discussion, and possible action regarding the Policy and Procedures Manual

The manual has not been revised for some time. Lisa and Deb will work on drafting a new Policy and Procedure Manual.

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 of our longest serving volunteers passed away, Cindy Byington. The store is getting ready for the holiday sale. Donations will be accepted in early November.

On Monday, December 8 there will be the annual Browser's Holiday party. Participants will bring either an appetizer or a dessert.

There is still a mouse in the house. They found evidence of the mouse in a box of decorations.

b. Information Only – Executive Board and Committee Reports

There are a series of artistic panels that were sponsored by the Friends and by the Brewery Arts Center and the High School. Joy Holt found these panels in a shed. The question was raised, what should be done with these panels?

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. There is a survey online for the Library. Betts asked that the Board and Bookstore staff members at the meeting complete it.

6. For Possible Action - Adjournment

Betts moved for adjournment. The meeting was adjourned at 2:32 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