

FOCCL Board Meeting Minutes

Day: Monday

Date: November 17, 2025

Time: Beginning at 1:00 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 1:00 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 10-20-25.

There was one correction to the Minutes. Under 4.e., the Finance Committee Meeting was held, not cancelled. Lisa moved and Phil seconded approval for the revised October 20, 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 by the Carson City Library.

Boonanza was a success; 3129 people stopped by the Library's booth. The Library is doing outreach this week at one Carson City Elementary school. The Winter reading program starts on December 6. It is for all ages. Board members were encouraged to participate. The Summer Reading program had over 1,000,000 minutes read.

Regarding the digital collection of e-books and audio books, turnover has been up to 9 times so far this year. There have been 37,000 holds. The average wait period is 43 days, even with the increase in books. It used to be an average of four months.

Baker-Taylor, from whom the Library leased and purchased books, has gone bankrupt. The new vendor is Ingram Books. This business allows the Library to lease and purchase some literary fiction, as well as best sellers and prize-winning books.

Some upcoming activities at the Library include a myth writing workshop, a candle making program and making hot chocolate kits.

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 October. Book sales continue to be above the budgeted amount. Expenses have been higher than expected this year due to the purchase of new cameras.

Phil has started teaching the new assistant, Wendi Joiner. She is doing well. He will need to purchase a copy of Quick Books instructions for her soon.

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 front door lock needs replacing. It may cost over \$1,000. The Board unanimously approved making this expenditure.

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

Deb Case, the Publicity Chair, was ill so there was no report.

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

There will be a meeting this afternoon with Edward Jones, to discuss proposed changes. Betts, Philip and Susan will attend. 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.

- e. ***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 the store is getting ready for the holiday sale. The Holiday Bazaar starts on December 2. A lot of jewelry has been donated for that sale.

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

- b. Information Only – Executive Board and Committee Reports

Betts will form a Nominating Committee. It needs to let all members know the nominees for Vice President and Secretary at least ten days before the annual meeting.

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

The Agenda for the annual meeting needs to include what the dues amount will be for the coming year. Phil is drafting the new budget. The Board will vote on it in December, and it will be presented to the membership at the annual meeting in January.

6. For Possible Action - Adjournment

Betts moved for adjournment. The meeting was adjourned at 1:54 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