

FOCCL Board Meeting Minutes

Day: Monday

Date: December 15, 2025

Time: Beginning at 1:11 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 1:11 p.m.

ATTENDANCE: Betts Markle, President of FOCCL, Phillip Patton, Treasurer, Susan Matthes, Chair of the Finance Committee, 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 11-17-2025.

Joe moved and Susan seconded that the Minutes for November 17, 2025, be approved. 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.

Phil reported the Book Store sales continue to be very good. Phil paid for the flower baskets for both the Library and the Bookstore.

Phil said the new door lock had been installed and paid for. He entered all the codes in the lock.

Phil continues teaching the new assistant, Wendi Rogers, who got married recently. She continues to be doing well.

Phil is paying the deposit to the Plaza Hotel for the January luncheon in December. Also, gift cards will be purchased for all the volunteers.

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.

Susan reported there was a meeting with Edward Jones, to discuss proposed changes. Betts, Philip and Susan attended. 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. Susan is hopeful that revisions will make the funds more profitable.

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

There was no report since Deb and Lisa were both absent.

- 5. Information Only - Friends of the Carson City Library and Committee Reports.
 - a. Information Only - Report on Browsers Corner Book Store

The Holiday Bazaar started on December 2. A lot of jewelry has been donated for that sale. Phil said sales are going well.

- b. Information Only – Executive Board and Committee Reports

Betts reported the possible nominee for Secretary has been ill and one has not been found for the Vice President. Jeanne will send a notice to all members seeking candidates for both offices.

- 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 which will be presented to the membership at the annual meeting in January.

- 6. For Possible Action - Adjournment

Joe moved and Phil seconded that the meeting be adjourned. The meeting was adjourned at 2:03 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