

Executive Board Meeting Minutes - Revised

Day: Monday
Date: April 15, 2024
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 Joseph Modarelli at 1:00 p.m.

ATTENDANCE: Joseph Modarelli, President of FOCCL, Deb Case, Vice President, Phillip Patton, Treasurer, Lisa Buder, Book Store Manager, Susan Matthes, the Chair of the Finance Committee, and Mary Lee, Secretary. Joe determined that there was a quorum.

2. Public Comment

There was no public comment.

3. For Possible Action - Approval of Meeting Minutes for 2-19-24

Deb moved and Mary seconded approval of the 2-19-24 Executive 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 2024.

Sales of books have continued to do well and there is enough money available to make the contribution to the Library in July. There was no action requiring a vote.

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

Deb requested that some of the funds in the Budget for Hoot Suite be used for Mail Chimp instead. Currently Mail Chip is free. The proposed cost is \$13.00 a month which will increase email distribution from 1,000 to 5,000 emails per month. Direct marketing to customers is starting and updates to Friends of the Library members and store volunteers are increasing. Phil recommended that this be paid for a whole year at one time, if possible.

Phil moved and Deb seconded the motion to approve this payment. The motion was unanimously approved.

The first basket of books was sold. Deb contacted the Career and Technical Coordinator at Carson High School. Two students who are taking courses in marketing and web design might be interested in being interns for the Book Store to help with marketing, social media, and web design for the Book Store. The Coordinator will set up a visit to the Store to interview Deb and Jeanne Underwood. It needs to be determined how the students will be supervised.

- c. ***For Possible Action*** - Presentation, discussion, and possible action regarding the Newsletter.

Deb proposed preparing and sending the newsletter twice a year. It would be posted on the website and sent to Friends with emails. Copies would be mailed to Friends without emails and printed copies would be made available in the Book Store. The Canva program will be used to create the newsletter. Jeanne Underwood will be asked to help with the layout and Deb has agreed to write the content for the first issue. Lisa moved and Phil seconded the motion to approve this. The motion was unanimously approved.

- d. ***For Possible Action*** - Presentation, discussion, and possible action regarding Legal Representation.

It appears we need a consultant for the Friends of the Library to answer legal questions and provide advice. We hope to find an attorney who will do this pro bono. Others in the community who might know of a possible attorney will be contacted.

In addition, we need a Chair for the By-Laws Committee. Jeanne will be asked to send an eblast to the Friends members with the request and job description for the By-Laws Chair that was developed by a Board member.

Joe decided to no longer seek an attorney's review of AB 52 regarding the Open Meeting Law.

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

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

There are four new volunteer applicants. There are almost enough volunteers so each shift could have three volunteers, two in the front of the store and one in the back. The ten-year celebration of the Book Store was held April 6 at the Store.

- b. Information Only - Executive Board and Committee Reports

There is a contract with Gian Raviolo who sells books online for the Book Store. It was suggested that his contract include how he handles books that he is unable to sell. At what point are those books returned to the Store?

The By Laws need to be reviewed to see if there are any needed changes.

6. For Possible Action - Adjournment

Mary moved for adjournment. Meeting was adjourned at 1:42 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.friendsclibrary.org> or by contacting friendsinfo@friendsclibrary.org.