

## Executive Board Meeting Minutes

Day: Monday

Date: December 16, 2024

Time: Beginning at 12:57 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 12:57 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 10-21-24

Deb moved and Lisa seconded approval of the 10-21-24 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 go well. Frieda Ford's daughter is planning to send a memorial non-designated gift.

- b. ***For Possible Action*** - Presentation, discussion, and possible action on the 2025 Budget

Phil presented the proposed budget for next year. Under Maintenance, he added \$7500.00 to cover the purchase of the new surveillance system cameras. Publicity costs next year will be split between the Bookstore and Friends Expenses parts of the budget. In the current budget, all expenses are under the Bookstore expenses. Non-Public Sales is reduced since we have been receiving less income from Grass Roots Bookstore. The rent will increase \$200.00 a month on June 1, 2025. The Web Site has an increase to cover the work Brandon Case is doing to fix the membership portion of the website and to add author events and a Google page for authors to complete about book talks on the website.

Lisa moved and Deb seconded to approve presenting the Proposed Budget to the general membership for approval at the Annual Meeting in January. Motion passed unanimously.

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

As mentioned above, the Website Membership section is being revised by Brandon Case. It has been non-functional for some time. The Membership page was setup through the Square program so it could accept payments as well as membership information. It included an after-pay option to allow for installment payments and a 6% fee. It has not been used and the Board agreed to turn off this option (there is a toggle so it could be added again in the future if so desired.) Other payments will continue to be available for membership online through the Square.

The banner will be up on Carson street from December 23-29. The Friends' display is in the Library currently.

The new issue of the newsletter is almost done. There will be printed copies of it for the store and mailed to those without emails. For the last newsletter 30 printed copies were made at Office Depot.

Only a few teachers have used the Teacher coupons. They will continue to be valid for December and January.

- d. ***For Possible Action*** - Presentation, discussion, and possible action regarding repair of replacement of cameras and wiring.

Eric Harrison from Desert Hills responded to questions raised at the last meeting:

What is the warranty?

Wiring one year on the parts and labor.

Hardware Warranty: the IC Real Time has a 10-year warranty, 4 years at 100%, prorated years 5-10.

What training is offered? Up to 2 hours of training (if needed).

What length of time will the storage accommodate? 16TB, which should equal 30 days.

Do the cameras have motion sensing? Yes, programmable to start recording when motion is detected, or set to program all the time, or during certain periods.

Where do you plan to mount the exterior camera? As needed for best view, the camera is specified to be a fisheye, 360 degrees, and was planned for the South /East corner of the entry, as close to the wall as possible, given any wire restrictions.

Is a battery back-up available and how long will it support the system? I always recommend to customers desiring a UPS to purchase from Best Buy, or Office Depot. Large commercial UPS units are very pricey; your needs will suffice with a 1500 VA, which would not be cost prohibitive, and a consumer unit from Office Depot can be purchased reasonably.

The question about motion detection came up about when no one is in range the cameras are recording just books. We realize this question involves the camera operation and

storage capacity. If the cameras have motion detection what is its range? Whatever the camera sees would start the recording app, no range limitations, if it sees motion, it starts recording.

Joe will contact Desert Hills to tell them we want to purchase the cameras and to ask that they contact Lisa about the installation. They would need to install them on a Sunday or Monday.

*e. For Possible Action* – Presentation, discussion, and possible action regarding the Finance Committee

The Finance Committee discussed goals for spending and/or investing the money at Edward Jones.

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

a. Information Only - Report on Browsers Corner Book Store

Some new volunteers have started training to work in the store. The volunteer appreciation went well.

There was discussion about getting a dumpster to dispose of books that cannot be sold. Jim Ferguson is looking into the cost.

There was discussion about discontinuing transporting books to Grass Roots Bookstore in Reno. For the last two trips, we received \$49.00 and \$21.00.

Joe will ask Joy Holt about how the Library disposes of unusable books. It was suggested to contact Waste Management to ask how they process recycle books.

b. Information Only – Executive Board and Committee Reports

The Nominating Committee has a candidate for President: Betts Markle. There is a need for a new Historian.

6. For Possible Action - Adjournment

Phil moved for adjournment. The meeting was adjourned at 2:04 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](mailto:friendsinfo@friendscclibrary.org).