

## **Friends of the Summerville Library (FOSL)**

### **Tuesday January 14, 2020**

The monthly meeting of the Friends of the Summerville Library met Tuesday, January 14, 2020. Becky Westfall, President, called the meeting to order at 6:30 PM.

#### **In Attendance:**

Becky Westfall, President  
Mevelyn Williams, Vice President  
Beverly Brockman, Secretary  
Anne Gleason, Treasurer  
Ellen Hyatt, Member-At-Large  
Kathy Marrah, Member-At-Large  
Cathy Coffey-Book Sale Committee Chair  
Sandra Baden-Events Committee Chair  
Kevin Carroll-Advocacy Committee Chair  
Carol Brummett-Hospitality Committee Chair  
Leslie Koller-Library Liaison  
Harriett Little-Member  
Donna Underwood-Member  
Pat Smithdorff-Member  
Rebecca Moore-Member

#### **Welcome and Introductions (Westfall)**

Welcome and Happy New Year! With gratitude, we welcome Leslie Koller, our new liaison from the Library. Leslie is Assistant Branch Manager and well known to many of us as a cheerful, competent, bright and enthusiastic librarian. Welcome, Leslie! Through Leslie, we have received a card of appreciation from the Summerville Library staff for the beautiful holiday decorations created on December 12th during the Greening of the Library event. This card was passed around for everyone to read.

#### **Approval of the November 2019 minutes (Brockman)**

Motion made to accept minutes as written by Harriett Little and seconded by Anne Gleason.

#### **President's Report: (Westfall)**

What a lively group we are! As you can tell by the heft of tonight's agenda, our officers and committees and the Library are all healthy and busy. I want to especially thank our two ad hoc committees, budget and by-laws, for meeting in recent weeks to craft the 2020 budget, financial policies, and to review and update our by-laws. Tonight, we will establish one more ad hoc committee, the Internal Review Committee. I mention this so that you can consider your interest and availability between now and the end of the treasurer's report, when we will solicit volunteers. Thank you to all of our committee chairs and officers for working behind the scenes to make FOSL a vibrant organization.

#### **Vice President's Report on Membership (Williams)**

Currently, there are 179 members on file. I have received 41 renewals and 13 new member forms since 7/1/2019. We are actively seeking multiple opportunities to increase membership. One of the very successful means to date is the participation of FOSL members at the Third Thursday events. Leslie Koller recently forwarded a list of interested Bookmobile patrons who would like additional information on FOSL. Kathy Marrah is currently working on a new flyer to use for advertising.

## **Treasurer's Report (Gleason)**

### Presentation of 2020 budget for approval at the February meeting:

Attached you will find the proposed 2020 budget and a summary of the 2019 spending, which should help people see how we came up with the 2020 budget. To save paper and offer a concise snapshot, some info for the year, the check book reconciliation statement, deposits and detailed information regarding budget categories have been hidden from this printed view. If you would like to see these details, please join the Internal Review Committee, which will examine the books for 2019 and report back to the Membership.

### Presentation of Internal Control Procedures for approval:

This document was written using recommendations for very small nonprofits with no paid employees. We felt it was important to codify the practices we use to safeguard the trust our members have in FOSL. The ten point document was provided to all FOSL members for review and approval.

Harriett Little volunteered to be on the Internal Review Committee. Initially, Harriett Little made a motion to accept the Internal Control Procedures as presented and Cathy Coffey seconded. The document was amended to show an additional guideline, "Number 11," which would read "An annual Internal Review Committee will be appointed each year to review the organization's finances and report its findings to the General Membership." The FOSL members, Little and Coffey, accepted the friendly amendment to their motion. The general membership unanimously approved the new Internal Control Procedures.

## **Book Sale Committee Report (Coffey)**

The Book Sale will be here in 2 1/2 weeks, beginning Friday, Jan 31st through Sunday, Feb 2nd at the American Legion Post on Sumter Ave. We will set up on Thursday, Jan 30th. Ash & T's will deliver the books on Thursday morning between 10 & 11.

All current FOSL members should have received 2 flyers about the book sale. **Volunteers are still needed!** Please contact me if you can help. **Cathy Coffey, 843-871-6440 (home phone with voicemail) or email: [cathysfosl@aol.com](mailto:cathysfosl@aol.com)**. During the book sale I can be reached at 843-371-9293, no email access during book sale hours. Shifts are usually 3 hours, but we are flexible. Ads are scheduled for the Summerville Journal Scene print edition on Jan 15th, 22nd, & 29th. It was also suggested we advertise the sale daily in the online version of the paper at a cost of about \$10 per day. The number of subscriptions to the online paper is now much higher than for the printed paper. It was suggested to try online advertising the week before the sale: Jan 25-Feb 1. Since this idea was previously approved and recommended by the Board, a vote was taken. All present agreed to try the online ad for one week leading up to the Winter Book Sale.

### Other Book Sale details:

- There will be limited advertising on the Post & Courier's online website.
- Dorchester Habitat for Humanity is scheduled to pick up leftover books on Monday, Feb 3rd.
- We will be attending Dream's 3rd Thursday at Hutchinson Square on the 16th to promote the sale, FOSL, and the Library.
- Emails will be going out to all area schools (public and private), Non-Profits (Teen Center, Sr Citizen homes, YMCA, Daycare Centers), Home School network, area churches and church schools.
- Teachers will be invited to come on Sunday between 3 and 5 PM to pick out free books for their classrooms.

- Flyers and bookmarks are available at the library and should also be on the library monitors.
- The FOSL book sale banner should be hung at the end of the Berlin G Myer connector starting Jan 20th - Jan 27th. Road signs will go up Sunday, Jan 27th thru Feb 2nd.
- Volunteer sign-up sheet will be available at the meeting. **DON'T FORGET TO SIGN UP TO HELP. THANK-YOU!** A sign-up sheet was passed at the meeting for additional volunteers.

Leslie Koller asked Cathy Coffey for a map to provide to Library Patrons who come to the library during the sale weekend looking for the Book Sale. Library staff would like to have a map so they can easily direct customers to the correct location. Cathy agreed to get that information to Leslie.

Some discussion was held regarding a new, larger location for the book sale that can better meet our needs. Some locations were discussed such as some churches, Masonic Lodge, and newly refurbished community center at old National Guard Armory. Becky advised that a special committee including the Book Sale Committee members should evaluate priorities, options, and possible locations. Ideally, a new location will be found in time for the Spring, or perhaps Summer, Book Sale. (Discussion tabled.)

#### **PR/Publicity Committee Report** (Autumn Reid-Reviewed by Westfall)

The FOSL website and FB page have been updated with the new events and upcoming fundraisers (i.e. Book sale). Autumn will add an Eventbrite link to our page so people can buy tickets to the Mary Alice Monroe Tea once we have our PR ready to go.

Still pending is setup of online membership payments.

Autumn would like to setup a time with the Executive Board to review/provide training on how to use the Google Drive. Google Drive accounts have been established and all the folders and connections between the accounts have been created.

Autumn is still looking for anyone who would like to be a part of the PR committee.

Becky mentioned we should be submitting pictures of our General Meeting, Third Thursday, etc. to Autumn.

#### **Events Committee Report** (Baden)

June 14, 2020, Mary Alice Monroe Tea at Grace Lutheran Church on release of her new book, *On Ocean Boulevard*. All long-term actions complete. Next: Save the Date notice.

May 17, Book Talk and Signing for Susan Zurenda, *Bells for Eli*, to be held in library. Sandra will do all pre-planning but will be out of town that weekend. Carol Brummett, et al, will handle the day of activity (intro, setup, refreshments, cleanup.) Becky and Leslie agreed to assist with this event.

Looking for an educational event. Have not found anything appropriate yet for one day event. Would like to have a speaker from the ARK on Keeping Your Brain Sharp as You Age. Would also like to follow Charleston Library in providing Great Decisions 2020, Foreign Policy Discussions. Approximately 2.5 months of weekly discussions. [WWW.fpa.org/great\\_decisions](http://WWW.fpa.org/great_decisions)

Still under consideration. Would require purchase of books for \$32 each.

The Great Courses catalog (Our Partners in Lifelong Learning)([WWW.buygreatcourses.com](http://WWW.buygreatcourses.com)) is offering DVDs plus guidebook for very interesting courses for \$35 plus shipping up until Feb 6<sup>th</sup>. It was determined after brief discussion with Leslie Koller and the other members that this idea would not be pursued.

Old business:

- Received and distributed book plates for FOSL book clubs. Turning in \$91 receipt tonight.
- It's a Mystery to Me Book Club will begin meeting a half hour earlier at 6:30 in February in order to accommodate the library hours.
- Plans for future include liaison with Timrod Library on events.

**By-Laws Committee Report (Marrah)**

The By-Laws committee met twice to review and make additions/corrections to the current By-Laws. A final copy should be available for consideration at the February General Membership meeting.

**Library Liaison:** (Leslie Koller, MLIS, Assistant Branch Manager)

**Library News:**

The 3rd Reading of Ordinance #19-35 for the Issuance of Library Bonds took place at a Special Called County Council Meeting on December 17, 2019. There are no additional confirmed updates regarding the Library Expansion Plan.

The next Library Board Meeting will be Monday, January 20, 2020 at 3:00 pm at the St. George Library.

**Programming:**

Programming staff are beginning to plan for the Summer Reading Program and presenters. We will have more information in February/March.

We will have another Harry Potter Birthday Festival on July 31. We will be doubling/tripling our efforts in some areas to meet the high attendance we had last year. We are hoping that the FOSL can help us financially and by volunteering time. Anyone who is interested in participating should contact Leslie Koller.

The next big Adult Program that we will be hosting in Summerville is "African Americans and the Vote" on Saturday, February 22 at 2:00 pm. Please see our Invitation to Participate below:

**Invitation to Participate**

On Saturday, February 22, 2020 from 2:00 pm to 5:00 pm, the George H. Seago, Jr. Branch of the Dorchester County Library System will present a special program entitled “African Americans and the Vote.” The program is a discussion of challenges men and women of African descent have faced, historically and in the present, to achieve and maintain the right to vote in Summerville and throughout the US.

**We are looking for local representatives of ALL AGES and ALL BACKGROUNDS** to serve as panelists for this discussion and to help engage the audience in an open discussion of African American voting rights past and present.

If you are interested in participating or know someone who might be please contact Elizabeth Laney at [elaney@dorchesterlibrarysc.org](mailto:elaney@dorchesterlibrarysc.org) by February 1st.

Elizabeth Laney has joined our programming team. She is a Library Assistant II, who has years of programming experience at museums and state parks. You will likely see her if you attend any of our adult programs.

### **Staff Updates:**

Our library has some new employees. Karissa Barnett joined the library in late 2019. You may see her working our circulation desk. Also, Maggie Hiel joined us on January 6, and just completed her first week of training in the shelving area.

### **Policy Discussions:**

In response to a question brought to Robert Antill regarding programs held in the Westvaco Room, DCL’s Meeting Room Policy and an application form were provided to all members present. The policy should cover any questions that were unclear. Additionally, the Library asks that FOSL use the application form for the meeting room when planning any events that require meeting room use (aside from General Membership Meetings). This will secure the meeting room through the official channels.

We are currently reviewing the policy regarding book donations. We will have a process plan written and presented to FOSL soon.

### **Miscellaneous:**

Timrod Library will be hosting its Southern Author Series in February. Leslie discussed the potential involvement of FOSL in supporting some of the events at Timrod.

Two author talks will comprise the 23<sup>rd</sup> Annual Southern Author Series, speaking on consecutive Sunday afternoons in February. Cassandra King Conroy will be featured February 9<sup>th</sup> ; she will be discussing her new book—*Tell Me a Story: My Life with Pat Conroy*. On February 16<sup>th</sup>, Tony Bartelme, senior projects reporter for *The Post & Courier*, and author of *A Surgeon in the Village*, will be speaking. His book chronicles the efforts of an American neurosurgeon to teach brain surgery in a remote Tanzanian village.

Each presentation will be at 2PM on their respective Sundays at Bethany United Methodist Church Fellowship Hall, with a reception to follow at the Timrod. Tickets for Timrod members are \$20 for one event and \$30 for both events; non-members of the Timrod will be charged \$25 for one event and \$40 for the combined ticket. Leslie Koller asked FOSL to assist with hosting. Several FOSL members expressed interest in helping. More information will follow.

Leslie said Dorchester County Library will host a booth at the Flowertown Festival. She invited FOSL to share this space with the Library, promoting FOSL and recruiting members, etc. DCL is offering this opportunity for FOSL at no expense to the Friends. The dates for the 2020 Flowertown festival are from April 3-5, 2020. FOSL members expressed an interest in participating, so this will be discussed at our next meeting.

### **Liaison to the Summerville Journal Scene**

Hello, with joy and renewed hope for the New Year!

The article in our series “LIVES CHANGE @ YOUR LIBRARY” appeared strategically in Sec. A (no kidding, not in the sports section) of the JOURNAL SCENE on Wed., Dec. 18, 2019. The article centered on thanking the citizens for passing the referendum, hinting that decisions now about where to build libraries is up to County Council, and forecasting the Winter Programs at our “ever-faithful” Summerville Library. Thanks to each of you for your attention.

### **For the Good of the Order**

Ellen shared this quote with the FOSL members: Here is a good thought from the 2<sup>nd</sup> century to start a new decade in the 21<sup>st</sup> century to manage any “Llama Drama” situation: “The nearer a man (or woman) comes to a calm mind, the closer he (or she) is to strength.” --Marcus Aurelius, stoic philosopher

### **Upcoming Dates:**

- January 16 - Third Thursda - speak with Anne Gleason or Cathy Coffey if you would like to participate; it's fun!
- January 20 - DCL Board of Trustees, St. George Library, 3 pm
- January 27 - By-Laws Review Committee at Panera Bread NOON
- January 28 - Executive Board Tuesday, 1:30 pm, Perkins on Trolley
- January 31 - February 2, 2020, Gigantic Book Sale!
- February 11 - General Meeting, at 6:30 pm, Westvaco Room, Seago Library

- February 9<sup>th</sup> and 16<sup>th</sup> - Timrod Library's Annual Southern Authors Series
- February 22 - African Americans and the Vote – DCL program at 2 pm
- April 2-3 Friends of SC Libraries Annual Meeting, Beaufort, SC
- April 3-5 Flowertown Festival -shared booth with DCL
- April 19-25 – National Library Week
- May 17 - Book Talk at Seago Library with Susan Zarenda (*Bells for Eli*)
- June 14 – Author Tea with Mary Alice Monroe introducing her new release, *On Ocean Boulevard*

## **Adjourn**

**The meeting was adjourned at 7:40PM.**

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## **Our Mission:**

The mission of FOSL shall be to act as a bridge between the George H. Seago, Jr. Library, commonly known as the Summerville Library (hereafter in this document, “the Library”) and the community by:

- 1) Increasing public awareness of, focusing attention on, and expanding the use of the Library as a valuable resource for an informed community.
- 2) Initiating, organizing, promoting, and encouraging cultural and educational activities.
- 3) Encouraging gifts and endowments as well as raising funds in support of the Library and FOSL activities.
- 4) Working with the Dorchester County Library Board of Trustees, the Dorchester County Library Director, and the Summerville Library Branch Manager in a spirit of mutual cooperation.

\_\_\_\_\_Mission Statement from the November 2017 version of the FOSL By-laws \_\_\_\_\_