

**Friends of the Victoria Public Library (FOVPL)
Membership Meeting – August 25, 2016
5:00 PM**

MEETING

- I. Call to Order: Lamont called the meeting to order at 5:00 p.m.
- II. Invocation/Blessing: Ollie gave the blessing.
- III. Pledge of Allegiance: Ollie led the Pledge.
- IV. Q&A on D&O (Directors and Officers) Insurance:

Rick Williams, from The Ben Williams Agency, kindly attended our meeting to explain insurance coverage and answer our questions. In broad language, D&O insurance covers the Board (collectively) and the Board members (individually). The quote he offered is for separate \$1,000,000 limits of liability for Directors and Officers (D&O) and Employee Practices Liability (EPL). EPL covers organization volunteers. Fiduciary covers loss, theft, embezzlement, etc. of Friends' funds by Board members. The Board agreed to include Fiduciary liability coverage.
- V. Statements & Organizational Matters: Additions to the Agenda: 1) IX. E and IX. F; 2) X. C; and 3) XI. A.
- VI. Approval of the 28 July 2016 Minutes: A motion and second were properly made to approve the Minutes. The motion passed. The Minutes were approved.
- VII. Approval of the 25 August 2016 Treasurer's Report: A motion and second were properly made to approve the Treasurer's Report. The motion passed. The Treasurer's Report was approved.
- VIII. Organizational Reports
 - A. VPL Director
 1. Meeting with Alicia on 22 August: Lamont gave a brief report on his meeting with Alicia. He went over the list of items she wants done in the library; some are high, safety-related priority and some are low priority. At her request, he will get estimates to repair/install lighting and fans in staff and patron bathrooms and emergency lighting throughout the library, especially in the bathrooms. He will also get new estimates for replacing the flooring in the patron bathroom, hallway, pantry, and kitchen.

Power-washing the roof was discussed and agreed that it is not a good idea; the force of the water will loosen the shingles and reduce the life of the shingles. It was suggested that Alicia or the Trustees approach the Victoria Town Council, since the town owns the building, to see what they want to do; we do not want to assume any liability for property damage.

We will re-address replacement of the main floor carpeting when it has come closer to the end of its life; Alicia expects it to last at least another two years.

We discussed paying for the replacement of the front foyer tiles, and decided against it.

Improving the wood strip in the meeting/conference room that hangs quilts and artwork is low-priority and Alicia has not yet decided what she wants to do.

Improving the basement for book/archive storage and/or meeting space is low-priority and can be discussed again at a later date.

As to the quilters and Saturday Night Music having veto power, e.g. first-and-only priority over the meeting/conference room over other public events, that should not be a problem in the future.

Alicia is keeping the Wi-Fi on 24/7 and would like to install a bench and trash can in front of the library for patron use. We discussed that many people do not have Internet access at home and cannot get to the library during normal operating hours, yet more and more businesses require online applications. Allowing access to the library Wi-Fi and providing seating outside is one way to accommodate patrons and citizens. Discussion also revolved around capturing outdoor Wi-Fi use and congregation on the street.

The food policy is no food in the library proper and drinks should have spill covers. Bringing in food prepared offsite is fine, but people should know how to keep the food at acceptable temperatures. Preparing food in the library kitchen is acceptable, but not recommended because Alicia does not know whether the stove is in good shape. No selling food or charging admittance.

Lamont thinks what Alicia understood Karen Scales, Trustee Chair, to say was that she (Karen) would like to have review power over our expenditures. Since the Library System and Friends are separate organizations, the consensus is that the only say the Library System has regarding what we do is to approve what events and activities we would like to hold inside the library.

- B. LCPLS Trustees: No Trustee attended. They are not meeting this month, but they will meet next month.

IX. Old Business

- A. General Liability Insurance: A motion and second were properly made to purchase the General Liability policy for \$266 per year.
- B. D&O Insurance: A motion and second were properly made to purchase the Directors and Officers Liability policy with Employee Practices Liability and Fiduciary Liability for annual premium of \$1,000 plus what the annual premium is for Fiduciary.
- C. 501(c)(3) Application: Sue and Trudy will get together to fill out the application. Cliff offered to help, as well.
- D. Estimates for library repairs: Cliff and Sean will get estimates for bathrooms lighting/fans and emergency lighting, and bare flooring.
- E. Cleaning Fee: Since Alicia laid off the cleaning lady in July for lack of funds, Sue will write a check to LCPLS for \$400 to cover Victoria Public Library cleaning costs for the months of September 2016 through December 2016.
- F. Seventh Director Position: Sean Au was nominated for Director. A motion and second were properly made to elect Sean Au as Director. The motion passed. Sean Au is now a Director.

X. New Business

- A. Autumn Days is October 8. The Town is looking for volunteers and ideas for activities. They are looking for someone who can provide pony rides. A Flea Market is planned for 6th Street; if they have that, we will set up a table or two and sell the used books we have stored. After discussion, it was decided not to combine our used book sale with the library's used book sale as was discussed between Alicia and Lamont. A motion and second were properly made to pay for a booth/space, if required, to set up at the Flea Market. The motion passed.
- B. The Christmas Parade is December 3 at 3:00 p.m. in Kenbridge. A motion and second were properly made to have a float in the parade. The motion passed.
- C. Security/Missing Book: A new book disappeared from the Victoria Public Library within the first week it arrived. The Board discussed whether security measures should be taken. The consensus is that pilferage is too low to take any security measures.

XI. Other Business by Members

- A. Fact Sheet 10, Item 3, recommends that, "A Friends board member should be appointed as a liaison to the library's Board of Trustees. This liaison should attend all Trustee meetings, be prepared to report Friends issues and activities

- to the Trustees, and report back to the Friends.” Lamont volunteered to be that liaison.
- B. Laptop Hard Drive: The laptop that we use for presentations needs a new hard drive. Rob Williams, at DataCare, said it will cost \$160. A motion and second were properly made to pay for the new hard drive.
- XII. Adjournment: A motion and second were properly made to adjourn. The meeting adjourned at 7:35 p.m.

ATTENDANCE LIST

Board of Directors

Lamont Brand, President
Cliff Sheffield, Vice President
Trudy Berry, Secretary
Sue Wright, Treasurer
Cliff Sheffield, Director
Sean Au, Director

Members

None

Trustees

None

Library Staff

None