

**Friends of the Libraries of Towns County**  
**Meeting Minutes**  
**February 1, 2011**

The meeting was called to order at 10:30 A.M. by Co-President Barbara Hale. There were 15 members present. (See attendance attached.)

Meeting Minutes, sent electronically to the officers, were accepted and approved as printed.

Jim Reynolds, Treasurer, also sent the report via e-mail and the current balance as of January 31, 2011 was \$10,093.08. He has done the state and federal reports necessary as well as our report on our non-profit status.

Committee Reports:

- Corresponding Secretary, Maureen Gustafson, has sent out 9 pieces of correspondence since the December 1<sup>st</sup> meeting. Also discussed was a necessary piece of correspondence that needs to go to a very dedicated and consistent donor who recently contributed \$750 to FOL. John Roberts suggested we send this Athens resident a Certificate of Appreciation, signed by the officers and the library staff. His motion was accepted and seconded.
- Membership Chair, Jane Farrell, has been using a revised membership form that indicates the specific area of interest the member can check off to assist FOL. With the savings on mailing costs realized by sending the newsletter electronically, Jane has been sending a “Welcome” letter, written by Marilyn Pierce, to new members and reminders to members with past due memberships. To increase membership, it was suggested that we do the following: use the Chamber of Commerce of Towns County to which the library belongs to publish our FOL events, cultivate members from Hiawassee by asking Debbie to peruse the membership list and designate core live wires who might be encouraged to attend the meetings, and a tried and true method of Barbara Hale’s of personal invitations to members we know.
- Barbara Hale reported that the book group, Book Bunch, has now evolved into lunch at noon at Moschetto’s in the Bistro followed by the actual discussion at 1:00 P.M. James Mc Neil Whistler by Lawrence Williams will be discussed on February 16<sup>th</sup> with Jim Hale as our discussion leader.
- Publicity Chairperson, Janice Cochran, was not present but she has sent a photo and article of the Hales receiving their award to the local papers and plans more articles to follow.
- Communication Chairperson, Jan Roberts, stated that she has 97 names on the list of folks who will be receiving their newsletters electronically. She also will be sending out notices to those members, reminding them of the FOL meetings.

Library Report by Branch Manager, Sandi Vaughan:

- Sandi indicated that the reduced space in our meeting room was due to the fact the Children’s Area was being reorganized and the overflow in the room was from that area.
- As far as the library’s responsibility for receiving the Matching Grant Funds of \$5000 provided by Commissioner Bill Kendall, they have been fulfilled.

Old Business:

- Jan Roberts, our Book Sale Chairperson, announced that the planned April sale will not be able to be held due to the unavailability of space in the room used at the Mountain Regional Library. However, plans are going forward for the August Book Sale and a Bake Sale Chairperson is needed to coordinate that part. The August sale will have expanded hours in an attempt to accommodate those who are working during the day. The Book and Bake Sale will begin on Wed.,

August 17<sup>th</sup> from 5-7P.M. for Members Only. It continues for the public on Thurs., August 18<sup>th</sup> from 1-7.P.M.; Fri., August 19<sup>th</sup> from 9A.M. to 5 P.M.; and Sat., August 20<sup>th</sup> from 10A.M. to 2P.M. During the following week, the same schedule will be followed on Thurs, Fri., and Sat., August 25<sup>th</sup> -27<sup>th</sup>. Through Doris Tilly, Jan will investigate the No-Bake/Bake Sale that we had once in the past. She plans to write an article to the newspapers about the Book and Bake Sale as we get closer to the date.

- John Roberts recognized Sandi for her efforts in selecting books that go to Ed Quinn for resale.
- A motion was made and seconded for \$5000- FOL's matching share of the Commissioner's Challenge Grant-to be given to the library whenever it is asked. A date for the presentation ceremony will be set so that we can provide a photo op as a means of publicity in giving the check to Commissioner Kendall.

New Business:

- Co-President Marilyn Pierce has requested a kind of job description from the officers and chairpersons, detailing the procedures they follow in the execution of their duties. At present, there are none of these on record.
- Courtesy of Marilyn Pierce, there are display boards at both of our libraries, stating the reasons for becoming a member of FOL.
- Doris Tilly shared a letter Donna had received from Linda Moore, the niece of Norma Mullican, accompanied by a check for \$3,333.33 from the Norma Mullican Trust Fund and made out to the library. The letter said that there is more money to come. Norma was a founding member of FOL and FOL would like to be able to offer some input as to how the money should be used. Shirley Heide will put the note into our scrapbook.
- In response to Jane Farrell's need to manage the membership list by FOL's purchasing a program for Jane's computer, it made more sense to purchase a laptop with necessary accessories that would be owned by FOL and passed down within the FOL structure. A motion to this effect was made, seconded, and passed.
- Our next meeting is April 5, 2011 at 10:30.
- Meeting was adjourned at 11:42 A.M.

Respectfully submitted,

Maureen C. Gustafson  
FOL Acting Secretary