

Mount Vernon Library
Meeting Minutes
April 8, 2013
5:30 p.m.
Fire Station #3 at 4701 E. Division St.

Attended by Marija Anderson, Sara Holahan, Troy Kunz, Harold Page, Sara Patton, Kelly Reep, Chuck Smith, and Brian Soneda.

I. CALL TO ORDER: President Harold Page called the meeting to order at 5:32.

II. MINUTES: Chuck made a motion to approve the minutes as submitted; Troy seconded. Motion carried unanimously.

III. TREASURER'S REPORT: Chuck Smith handed out the Treasurer's Report and reported that four people paid their membership dues including a new Lions Club representative. Donations totaled \$530. Chuck also noted that we stayed within our event budget for the March "Leave A Legacy Event" reception, which came to \$1,974.08. Kelly thanked Chuck for his speedy reimbursements to those purchasing things for the event.

IV. Old Business:

A. Leave A Legacy Event: Kelly Reep, chairperson for the event, reported that the headcount for the event was about 80 people. Sara Holahan noted that 65 signed in and 51 responded with an RSVP. Kelly sent thank you notes to those businesses who donated items for the event and the individuals who participated in the program. Harold was pleased with the enthusiasm that the guests showed for a new library. The only down side was not having a microphone as it was difficult to hear some of the speakers. He also noted that the comments regarding Mayor's announcement about the feasibility study and potential location of the new site were generally favorable. Brian also said that, while a few wanted a downtown location, the Higgins' property location got an overall positive response.

Kelly suggested that we keep scrap book or catalog of the event with records, mailing list, donations, budget, fact sheet, etc. as a reference for future events. The newspaper article that followed the event would also be included.

Harold also applauded Kelly and Sara Patton for their work on the display boards featuring photos of libraries throughout our area. He asked Sara to re-do them as permanent boards for display in the library, city hall or other venues, especially when the campaign is up and running. Sara Holahan hoped the boards would be available for Library Month. Sara Holahan was also cited for her excellent job in producing the "fact sheet" handout.

The comment cards were another valuable resource which will be kept for future reference and blank cards will also be made available on our webpage and at the Library for others to fill out. The general consensus was that the comments themselves would be kept internally. Harold noted that these will be especially valuable when we get to the program phase of the project.

A BIG thank you goes to Kelly Reep for herding all the cats involved to make this event so successful!

B. Video Presentation: Harold asked for a copy of the Video so that he could run through it again for editing purposes. Sara Holahan who also viewed the raw footage was hoping we could a few more of the kids' ideas for a new library. Sara and Harold will work on it together and submit it to TV 10. Another big thanks to Jason Leander who did the interviews and to Keith Kingslien and Candy Galindo for producing the video with a short deadline.

C. Membership Update: Chuck has received many new membership checks (4) and a generous \$500 donation from Elmyra Dalton-Zehner and is logging them in on a chart with email and mailing addresses, phone numbers, etc. He asked that they be included in the distribution

list of monthly meeting minutes and agenda. Sara Patton pointed out that we need a membership chairperson to oversee the process of sending out applications to new members as well as recruiting new board members, sending thank you letters for donations, etc. Kelly thought it was important to note on the application the types of skills and abilities, expertise and interests a new member would bring to the Foundation. Harold reiterated that Board member positions should be brought up for board approval before being invited to serve. Chuck noted that the Lions' Club has nominated a new member, Laurie Jarolimek who may be interested in serving on the Board as well. Sara Patton thought other service clubs should also be approached about appointing one of their members to the Library Foundation.

Kelly noted the importance of having a contact person to keep the mailing list current, a list of who donated what, to send tax deductible information to donors, etc., especially when we get into the campaign mode as well as thank you notes. This is particularly important for a 501(c) 3 organization receiving tax deductible funds which may be audited. She said that Skagit Valley Community College and other large organizations have relatively sophisticated software programs like Razor's Edge that track this information. She will look into what types of programs there are.

Sara Patton made a motion to create a position on the Executive Committee of the Board for Membership Chair, to be elected annually at the same time other members of the Executive Committee are elected. This position would be in charge of sending membership applications, thank you letters for all donations, and working with the Treasurer who would maintain the data base. Marija Anderson seconded the motion. Before a vote was taken, Harold asked that we table the motion until the next meeting to determine if an amendment to the By Laws is needed.

D. Letter to Financial Planners: Troy reported that he would be sending copies of the letters to Financial Planners for Harold's signature shortly. It was also recommended that we develop a spread sheet listing Financial Planners for future use.

V. New Business:

A. Library Director's Report: Brian reported that he, Larry Otos, and Jana Hanson met with the mayor regarding the Higgins property for a new library-rec center. While the feasibility study determined the property would be feasible for a new facility, mitigation costs were still an issue. He also reported the "Quality of Life" Pod met again and decided to send out invitations to various community groups involved "Quality of Life" issues for Mount Vernon. These included the Senior Center, the YMCA, the Lincoln Theater, Children's Museum, the College Library, the Mount Vernon Library and Parks and Rec. These groups are to meet on April 30 to discuss what their individual aims are, how they overlap, how they can work together and avoid redundancy, etc.

B. "Leave A Legacy" logo: Sara Patton noted feedback from the March event and an overwhelmingly positive response to the "Love Your Library, Leave A Legacy" slogan (as opposed to "Building For the Future") resulting in a discussion of creating a more fitting logo when we are ready to start the actual fund-raising campaign. All of the original letterhead stationery and most of the envelopes have already been used, leaving bookmarks and business cards, which can still be handed out in the meantime. The discussion was tabled for a future meeting.

C. Job Corps Intern: Sarah Holahan reported that the Library will be getting a Job Corps intern and that she hoped the intern could help with the Foundation web site, building a data base, and working with the Foundation in other ways. Kelly expressed some concern about confidentiality in terms of the donor base but an intern could help set up the format.

The next Foundation meeting will be held Monday, May 13*, at 5:30 pm at the Skagit Community Foundation offices. There being no other new business or comments and questions, the meeting was adjourned at 7:50 p.m.

Respectfully submitted,
Sara Patton, Secretary

*This date has since been changed to May 20, 2013.