

Mount Vernon Library
Meeting Minutes
June 10, 2013
5:30 p.m.
Skagit Community Foundation Offices
1003 Cleveland St., Mount Vernon, WA

Board Members Present: Marija Anderson, Kathy Combs, Peter Goldfarb, Sara Holahan, Harold Page, Sara Patton, Kelly Reep, Chuck Smith, Brian Soneda.

Board Members Absent: Troy Kunz

Guests: Laurie Jarolimek

I. CALL TO ORDER: President Harold Page called the meeting to order at 5:33.

II. MINUTES: Kathy made a motion to defer approval of the May minutes to the next meeting to allow clarification of certain points, especially those regarding the By-Laws and terms of office. Chuck seconded and the motion carried unanimously. Sara Patton will send out the revised minutes as soon as possible.

III. TREASURER'S REPORT: Chuck Smith handed out the Treasurer's Report for May, showing interest of \$ 0.57 as the only income and expenses of \$105.13, which included the renewal of the post office box rental. The balance as of May 31 was \$6,713.80.

IV. OLD BUSINESS:

A. Video Presentation: Harold reported that it was more difficult to edit than originally thought. He suggested that we go ahead and show it on TV 10 anyway, as it would prompt people to start thinking about the need for a new library. Hopefully we can make changes when we move into the fund-raising stage as it would be a very useful tool for presentation to community groups, etc. Kelly recommended that we add the Foundation mission statement at the very end. Sara Holahan said she would put in a production request.

B. Membership Committee: Kathy Combs and Sara Holahan will be working together to develop a job description for the Membership chairperson. Kathy also wanted to get together with Kelly Reep to discuss the various types of donor-based software. Chuck developed a spread sheet showing paid memberships so that thank-you letters can be sent to those people.

C. Donor Data Base Software: Kelly noted that once we get into the fund-raising phase of the project, we will need some kind of software to allow us to track our donor data base to include both donated funds and in-kind donations. This will be used as a base for sending thank you letters and for tax purposes as required by the IRS as a 501 (c) 3 organization. It will still be useful even after the initial construction is complete, as people may continue to donate funds and services to the new library. At this point we only have an Excel or Access spread sheet showing paid memberships. She said that such software can be expensive (\$15,000) and requires special training for the person using it. Harold suggested that the best one is the one that is most comfortable to use and asked if there was donor software scaled to the size of the project or anticipated number of donors. Kelly was most familiar with "Razor's Edge" used by Skagit Community College and offered to contact the college and/or a Razor's Edge representative to come and talk to us about this type of software. She also agreed to ask if the Skagit Community Foundation used donor based software and whether or not it was something we could share. Kathy questioned whether we need a more expensive process at this point but pointed out that when we do get something, it needed to interface with membership information as well.

D. Other Old Business: Board Membership: Sara Holahan distributed current and past lists of the Board of Directors and their terms of office, noting that the terms of Pam McNaughton and the Tates had expired. Currently there are five vacancies on the Board of Directors, with the

nomination of Laurie Jarolimek, as a representative of the Lions Club, still open. Laurie said she wanted to know more about the mission of the Library Foundation before accepting the nomination. Harold explained that we supported the building of a new library for Mount Vernon and that we hoped to generate public interest and excitement about the project. He noted that City officials are definitely behind the project and that they were looking into whether or not there was any city-owned property that would be appropriate for a new building. He also pointed out that the Foundation would not be deciding the specifics of a new building but that we would be spear-heading the fund raising needed to build it once we get the go-ahead by the City.

Harold also added that we need to continue to add new and productive members to fill the vacancies on the Foundation Board of Directors. It was suggested that we look at the list of those who attended the "Leave A Legacy" event to see who might be interested in serving.

V. NEW BUSINESS:

A. Library Director's Report: Brian reported that the Library booth at the Farmer's Market needed more volunteers to help with the Friend's book sales and talk about a new library. He tries to get a staff member, and members of the Friends and the Foundation to staff the booth. The booth is set up every 3rd Saturday (June 22, July 20). Peter pointed out that books dealing with gardening, children's books, and cook books would be the best types of books to sell at the Farmer's Market as that is the focus of the market. He offered to pick up and deliver any donated books. It was also suggested that we hand out the comment cards and informational pamphlets developed for the "Leave A Legacy" event.

Brian also noted there was nothing new to report on the Consultant study of the Higgins' property.

B. Foundation Meetings in the summer: As discussed previously, we all agreed to skip meetings in July and August because so many people are gone during the summer. The next meeting will be held Sept. 9th.

C. Foundation Website: Sara Holahan reported it would cost \$50 to update our website. She reminded us that the webpage address is MVLibraryFoundation.org. She also asked each of the Board members to send in a brief statement of why the library is important to be posted on the webpage.

The next Foundation meeting will be held Monday, Sept 9th 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 6:23 p.m.

Respectfully submitted,
Sara Patton, Secretary