

### Minutes of Board of Directors Meeting

## November 11, 2022 Zoom meeting 10:00 AM

**In Attendance:**Judy Hills, President   
Tim Como, Treasurer  
Joanne Straight, Secretary   
Meg Forward, Director  
Donna Morgan, Director & Awards/Grant Chair   
Kathy Lambe, Director & Newsletter Editor  
  
Lynda Reynolds, Ex Officio, State Library Liaison

**Prospective Directors in attendance:**Laurie Cranston—Friends of Sneeds Ferry Library

Lyn M -

1. Judy called the meeting to order and verified a quorum was present
2. Kathy moved to approve the minutes of August 13, 2022, meeting; seconded by Donna and

the motion passed unanimously

1. Tim mailed out the Treasurer’s Report prior to the meeting. He said we have one new individual member and one new group members. Members who join at the end of the year will have their membership extended through the upcoming year, expiring in December 2023.

The change in mailing address for the registered agent with the Secretary of State’s office has been completed.

1. Reports:
   1. Kathy asked if there was a way to reformat the membership lists to make it easier for her to know who should be receiving the newsletter. There was a discussion on ways to make the membership list shareable for members who need to use it: treasurer, membership and newsletter editor. Will look into Google docs.

Tim will create a column for those who pay 2023 dues. Members who have not paid their dues by March of each year will not receive the newsletter.

Judy encouraged all Board members to share any news with Kathy.

* 1. Awards & Grants
     1. Seed Grants—All five recipients have received their initial $250. Donna said she keeps in touch, but the grantees are very slow in moving through the necessary steps to become a 501 c 3. Judy reaches out to the group she mentors every four to six weeks to check on their progress.
     2. 2022 Challenge grant was received by the Friends of the Southport/Oak Island Library. They applied the grant toward the expenses of building new book shaped benches for the front of the library.
     3. Open Mic Nights are going well with an average of 4-6 participants. Those who attend say they get a lot out of the session. New topics are discussed each month. There will not be an Open Mic night in December.

1. Old Business:
   1. Fall Virtual Workshops—update--Judy
   2. Status of FONCPL Directors positions
      1. Meg Forward and Becky Smith have resigned from the board at the end of their terms (2022)--
      2. Kathy Lambe agreed to stay on for a new term that will expire in December 2024.
      3. Two potential directors attended this meeting. One other possibility was unable to attend this meeting.
   3. Friend of the Year award
      1. There was only one candidate for this year’s Friend of the Year award. She is from the Friends of the New Bern-Craven County Public Library. There was a discussion on whether the award should be continued. Kathy suggested making a big push, promoting the Challenge Grant and Friend of the Year award in the January newsletter. A reminder email can also be sent out the month applications are due.
      2. There was a discussion on whether the Friend of the Year award should include a gift card or monetary recognition. Previously, it had included a check sent to the Friends group of the individual.
      3. Donna moved to provide a $50 Amazon gift card to the recipient. The motion passed. Joanne will get the gift card and present it to this year’s recipient.
   4. Challenge Grant  
      There was a discussion on whether the Challenge Grant should be continued with just one applicant this year. Recipients are slow to submit final reports and they need to be completed as part of the grant process. We will continue to offer this grant next year and can reevaluate then.
   5. StoryWalk Award – The members talked about offering a StoryWalk grant as an alternative to increasing the amount offered to Seed grant recipients. It was decided to award one StoryWalk, from the titles already developed by the Friends of the New Bern-Craven County Public Library. Friends groups that do not already have a StoryWalk may submit a letter of interest. The winner will be chosen at random. The drawing will be held by February 15th. Donna moved to accept the above proposal, seconded by Kathy and passed unanimously.
   6. Renewals/New Members—marketing plan for 2023
      1. Current members
         1. Advertise renewal reminder in Dec. newsletter
         2. Email 1st notice early Dec.
         3. Email 2nd notice end of Jan.
         4. USPS Mail 3rd notice end of Feb.
         5. Cut off newsletter – March will be last edition received unless dues are paid.
      2. Non-members
         1. Advertise in Oct, Nov and Dec in newsletter
         2. Email 1st notice early Dec.—include one newsletter (poss. Nov) and link to the application
         3. Email 2nd notice end of Jan
      3. Ask Lynda to help us get to Library Directors. Kathy to get with her library Director Brian about this (he is the NCPLDA President). Ask them to help promote membership in FONCPL and promote Seed Grant applications. Would like to see a link on their website to the FONCPL website.
      4. FYI--1st class postage is now 60 cents
2. New Business
   1. Election of officers -- Meg
      1. Secretary Joanne Straight—her term is up 2022. Has agreed to serve if elected.
      2. Open position – Vice President—no candidate
      3. Open position—President—Judy has agreed to serve one more term if elected
      4. Request motion to elect the two officer candidates via acclamation.
   2. Appointment of Directors (if they agree to serve)
      1. Erica Ververs—Friends of Walkertown Library
      2. Cindy Stewart—Friends of Paddison Memorial Library—Kernersville Branch
      3. Laurie Cranston—Friends of Sneeds Ferry Library
      4. Motion to appoint.
   3. 2023 Budget
      1. Tim developed a draft—will be sent before we meet
      2. Should we contribute to the NCPLDA advocacy efforts?
      3. Motion to approve
   4. Suggested goals for 2023:
      1. Reorganize the resources on our website
      2. Actively seek a relationship with NCPLDA
      3. Update our Excel database to include research on IRS nonprofit status of listed known Friends of the Library & re-check those that are not incorporated in NC
      4. Update of Seed Grant program
      5. Review of FONCPL Bylaws
      6. Other new initiatives?
3. Comments/suggestions/concerns
4. Adjourn

**Attachments:**

Minutes 16 August 2022 meeting

2023 Calendar of Events  
2023 FONCPL Board Calendar

2023 Proposed Budget—to be emailed

**Sent:**

October Bank Statement and October quarterly financials (emailed by Tim)

**Dates for Balance of 2022**

11/12 Reminder of open mic night on 11/15 + announcement of FONCPL officer and directors for 2023

11/15 Open Mic on annual reports

11/25 Deadline for newsletter

12/1 Newsletter publication

12/22 Deadline for newsletter

1/1 Newsletter publication

JAN Annual Report for 2022

Additional virtual meetings may be called to make funding decision on the Seed Grant applications. These applications may be submitted at any time during the year.

**FONCPL Bylaws on Elections**

**ARTICLE VI: ELECTION OF OFFICERS**

**Section 1.** The Officers shall serve a term of two years and shall be eligible for re-election for two consecutive additional terms (maximum of six consecutive years in the same position).

**Section 2.** Elections shall be held at a meeting at the end of the calendar year.

**Section 3.** The Board elects the Officers.

**Section 4.** The President and Secretary shall be elected in the even numbered years. The Vice President and Treasurer shall be elected in odd numbered years.

**Section 5.** Those elected take office immediately after the meeting at which they are elected.

**Section 6.** An individual designated by the President shall serve as the chair of the nominating committee. The Chair may identify one or two additional Board members to serve on the committee.

**Section 7.** The nominating committee will identify a slate of Officers at least one month prior to the elections. The slate of Officers will be conveyed to the members approximately one month prior to the meeting at the end of the calendar year. Members may nominate individuals.

**Section 8.** Nominations to the slate may be made up to the time of the vote, however, those nominated must have agreed to serve if elected.

**ARTICLE VII: APPOINTMENT OF BOARD MEMBERS**

**Section 1.** The Board members shall serve a term of two years and shall be eligible for appointment to two consecutive additional terms (maximum of six consecutive years in the same position).

**Section 2.** Appointments are made at the meeting at the end of the calendar year.

**Section 3.** Four of the seven Board members shall be appointed by the Board at the meeting at the end of the calendar year on the even numbered years.

**Section 4.** Three of the seven Board members shall be appointed by the Board at meeting at the end of the calendar year on the odd numbered years.

**Section 5.** Those appointed take office immediately after the meeting at which they are appointed.