



Friends of the North Plains Public Library (FNPPL)
Friends Quarterly Members Meeting
North Plains Library @ 7:00 pm
April 8, 2024

Meeting called to order at 7:00 PM by Susan Brown, president.

Welcome Board, Members and Guests

Roll Call

- Board members present: Susan Brown, Tracy Finsterbusch, David Hatcher, Carmen Daskalos, Maryann Spady (Zoom), Sheila Nelson
- Members present: Craig Baldwin, Jeanne Baldwin, Susan Lair, Dawna Havnar, Elizabeth Havner, Carol Lofgren (library board), Robin Doughty (library director, ex-officio for the library)

Consent agenda

- Approve Agenda and January 8, 2024 Quarterly Meeting Minutes
- David Hatcher made a motion to approve the agenda and minutes from the January 9th, 2024 membership meeting.
- Tracy seconded the motion.
- Motion passed; agenda and minutes approved.

Library Director Report

- April 7th-13th is National Library Week!
 - The library will be opening 2 hours late on Tuesday, April 9th for staff team building & appreciation breakfast.
 - The Friends are providing breakfast burritos, fruit & yogurt.
- New tables in the children's area
 - The tables are on wheels and tops flip up for easy storage when not in use.
 - Looking to purchase a 3rd table with money raised from the craft fair in December.
 - The tables were purchased with a \$1500 donation to Friends from Les Schwab and the Fox 12 Sweetheart Surprise Squad.
- The city has recently conducted an environmental inspection at the Yellow House & other properties.
- Materials donations
 - Circulation check outs continuing to go up, thanks in part to the donations from the Friends to purchase new materials.
 - Many other branches have dropped or seen only small increase.
 - North Plains is seeing bigger increases in check-outs. Friends support allows the library to purchase additional copies of materials.
- Volunteer appreciation night & spaghetti feed on April 11th
 - This is open to everyone, not just the volunteers.
- Ice cream social
 - There will be a live band again this year.
 - Scheduled for the 1st Thursday in June.
 - The Friends are planning to have table again this year.
 - The library will be kicking off the summer reading program. The theme this year is Read, Renew, Repeat
- Other events:
 - 2 immigrant stories

- Rwanda & Cambodia
 - Thursday 4/18 at 6:30 at Jessie Mays
 - The event will include refreshments, music and a book giveaway.
 - This is being funded by humanities grant the library received.
- Artist reception
 - Last Saturday in April
 - Reception will be for the artist with art currently on display in the library.
- Library board report
 - Robin did a disability awareness training with the board at the last meeting.

Financial Report

- The Friends currently has over \$41,000 available.
- Basket sales are going well!
 - Budget line item is showing in the red through March.
 - This is due to initial supply purchase.
 - After basket sales in April, this line item is in the black.
- Spending is on budget for this year and revenue is about \$3000 over anticipated.

Immediate Help Needed

- Treasurer
 - The Friends need a treasurer as soon as possible.
 - Minimal hourly time commitment, about 3-4 hours per month.
 - Familiarity with accounting/bookkeeping and computers will be useful.
 - The Friends are currently using Quickbooks online.
- Book Sale at Brookwood - April 17th
 - Brookwood lets us use their shelves for the Garlic Festival and in return we help with the initial set up for their sale in April.
 - The set up will be on April 17th starting around 10 or 11 AM.
 - The shift will be about 2 hours.
 - Robin shared our appreciation for the Hillsboror library friends with new Hillsboro library director.
- Garage Sale - May
 - Saturday May 4th.
 - First volunteers will be needed around 7:30 AM to help with set up.
 - Second batch of volunteers will be needed mid-morning to early afternoon to help with sales and tear down.
 - End time TBD.
 - Need help the day of the sale to bring over inventory from the yellow house, set up and sell books.
 - Small group will meet the weekend before to identify what inventory will be needed for the sale.
 - Books are packaged and pre-labeled in boxes by category.
 - Group will determine how many boxes of each category and ensure all supplies are available for moving.
 - Book carts, shelves, cash boxes.
- Ice Cream social
 - Evening even the first Thursday in June.
 - The Friends will have a table and will need 2-3 volunteers to help talk about the Friends and encourage new members.
 - Shift will last about 2 hours.
- Elephant Garlic Festival - April through August committee

- Biggest event of the year!
- Last years sales were over \$7,000. Hoping to break \$10,000 this year!
- First committee meeting will be April 17th on Zoom.
- The committee will help organize and prepare for the book sale.
- Time commitment for the committee will be 2-3 hours per month. This includes meeting time and assigned tasks.
- A second call for volunteers to work the sale will be put out closer to the book sale.

Ongoing Volunteer Opportunities

- Marketing & Communications
 - The Friends are on Facebook and working on setting up an Instagram account.
 - The marketing team has been working on a rebranding and has a final logo design.
 - Currently working with a graphic designer to polish the design.
 - Hoping to have the design finalized and approved by the board in time to use it for the Garlic Festival book sale messaging and signage.
- Little lending library
 - Maryann is the librarian for the little library outpost.
 - It is restocked on Tuesdays and Maryann shares on Facebook pages for North Plains
 - The little lending library is located in the Sunset Ridge neighborhood.
 - Maryann recently received a message from someone in McKay Creek wanting to do a little lending library in that neighborhood as well.
 - The Friends have given some books to put in the little lending library.
- Online book sales
 - March was the biggest month for the fiscal year with net sales of \$865.49
 - We have received a lot of donations recently>
 - New sign posted today that we can only accept new, like new and very good condition for books.
 - Discover books has gone out of business.
 - This was the company that took all leftover books after last year's garlic festival sale.
 - The Friends will need to be more strategic about what we accept.
 - Always need new listers!
 - Shipping costs
 - Amazon has indicated sales tend to go up when free shipping is offered.
 - For most people present, shipping costs do make a difference when purchasing online.
 - Can we offer different shipping rates? For example, free shipping at \$25.
 - This may be possible, but one price for shipping would be simplest and easiest to manage.
 - If we add shipping costs into the price & offer free shipping, how would that impact where we are on the search results list?
 - Tracy and Susan will continue to discuss pros and cons of offering free shipping.
 - New computers @ the yellow house!
 - David got them all set up and they are in working order.
 - Thank you, David!
- June 10th - membership meeting
 - The Friends currently have vacancies on the board for both officer and member-at-large positions.
 - The maximum board is 12 and we are currently operating with 6.
 - Elections will be on June 10th at the membership meeting.
 - Budget will also be voted on in June.
- Book cart
 - Sales are going really well.

- YTD sales of \$1081
- Last FY total sales were \$125.
- The cart is restocked every Friday

Meeting adjourned at 8:08 PM

Membership Meeting Dates at the Library FY2023/24: all members are welcome.

Monday, June 10, 2024 @ 7:00pm ANNUAL MEMBERSHIP MEETING/BOARD ELECTION