

Minutes – January 10, 2020
Friends of South Carolina Libraries (FOSCL) Board Meeting
11:30 a.m.

Present: Marlana White, President; Maurice Cherry, Jonathan Haupt, Libby Law, Helen Ann Rawlinson, Kitty Spires; Donna Lolos (State Library Liaison)

Absent: Paul Dove, Mary Ellen Ham, Dennis Harkins, Elaine Kjellquist, Sarah McMaster, Valinda Miller

Call to Order and Approval of Minutes from Oct. 11, 2019:

President White called the meeting to order at 11:30 a.m. Copies of the following handouts were made available to Board members on an as-needed basis: minutes of the Oct. 11 meeting, a black-and-white version of the conference flyer, and Kitty Spires' detailed draft of the program for our Annual Conference.

Dennis Harkins sent his regrets for having to miss the meeting, and Sarah McMaster had another commitment at our meeting time, as did Paul Dove, who reported that his radiation treatments have been successful. Paul stated that he is once again willing to take charge of arrangements for the FOSCL Awards to be given at the Annual Conference

Libby Law moved approval of the minutes from the Oct. 11 meeting; Marlana White seconded; and they were unanimously approved.

Marlana noted that Maurice Cherry had suggested that following our next regular Board Meeting we arrange for those who wish to do so to participate in a Dutch-treat lunch at a local restaurant for the purpose of getting to know one another a bit better. We will follow up on this suggestion prior to the March 13 meeting.

Treasurer's Report:

Libby reported that the **balance in our account** as of **Dec. 31, 2019**, was **\$7233.44**. Although she has not yet reconciled the End-of-Year Report with the bank statement, it appears that we overspent the budget by only \$509.21. As usual, some FOSCL members paid twice last year. When offered a refund for the extra payment or the opportunity to donate the additional amount to FOSCL, several agreed to the latter option.

Our **income so far in 2020** has been **\$125.00**, and **expenditures** have amounted to only **\$250.00**, our contribution to the Literary Landmark project.

Membership Report:

2019 Year-End Report: This information has been compiled to go on the Website, and Marlena is working with Tonja on this:

Total memberships in 2019: 109

Friends: 31

Special Friends: 20

Friends Indeed: 16

Groups: 42 [Board members were especially delighted with this last figure.]

2020 Report to Date: This information will be included in the January mailing:

Personal members: 39

Friends Groups: 12

Libby has prepared two lists of all previous members who have not joined or renewed over the past five years. She circulated the lists among Board members and asked them to identify individuals or groups they felt should be personally contacted. She plans to follow up with each of those suggested by the Board.

APLA Contact

Marlena and Sarah McMaster represented FOSCL at the APLA Retreat, held at the Lexington County Library. They encouraged library directors to be supportive of FOSCL, and Marlena viewed the experience as having been successful enough for FOSCL to request a regular presence at future APLA gatherings. The new Saluda Library Director reported that the Saluda Friends are inactive, and she may welcome follow-up contact from FOSCL to encourage reactivation of their group.

South Carolina State Library Report (Donna Lolos)

The presentation of the SCSL Budget request for 2021 is due within the next two weeks.

The State Library continues to hold workshops and training sessions throughout the state. There is, in fact, a workshop/training session for library directors scheduled the week of the FOSCL Conference.

Mary Elizabeth Land, APLA liaison to the State Library Board, had a medical emergency and is undergoing a slow recovery.

The SCSL Reading and Literacy Program will be presented at the ALA Midwinter Conference in Philadelphia.

The State Library has decided to cancel statewide membership in United for Libraries. The frequency and seriousness of technical problems made allotting such a large amount for that service seem imprudent. Several other states reached the same decision.

FOSCL Executive Board Election at the Annual Conference

The two terms ending this year are those of the Vice-President and Treasurer. Marlena will ask Sarah if she is willing to continue serving as Vice-President. Libby does not wish to continue in her long-term role as Treasurer after this year, but she is willing to work with a new Treasurer during the transitional period.

The terms ending next year are those of President and Secretary. Marlana notified the Board that she does not plan to serve an additional term and asked Board members to consider serving as President.

FOSCL Mailing

The next mailing, scheduled to take place within the next 7-10 days, is the Awards mailing. The deadline for FOSCL Award nominations is, as always, Valentine's Day (Feb. 14). Included will be a remittance envelope and a list of current members as of Jan. 9, 2020. The cover letter will include information about grant opportunities, as well as a "Save the Date" notice about the upcoming Conference. If more specific information is forthcoming about the SCLA Advocacy Webinar, it may be included as well.

FOSCL Grants

There was a brief discussion of the 2019 grants to the Nancy Carson Friends Group and the Lancaster Friends. Marlana circulated a sample copy of the membership remittance envelope printed by the Nancy Carson Friends Group through the use of some of the funding from their \$250 FOSCL Grant.

We need to determine the kind of report we will expect of grant recipients. For example, will we have copies of their publications available at the Conference?

SCLA Advocacy Webinar

A webinar titled "Show and Tell Your Legislator" will be available free to libraries and Friends groups. We need to nail down the date(s) and promote the webinar through Facebook, an e-mail blast, an announcement on the FOSCL web site, and in the Award mailing. Board members felt that it would be preferable to have two available times for the showing—one in the afternoon, the other in the evening. The two dates recommended by the Board are February 11 and 18, but they must be confirmed.

Awards

Board members were grateful for Paul Dove's willingness to continue as Awards Chair. We need to make sure to inform award participants that they may bring a guest who will be given a free conference registration, which covers lunch. We also need to determine how the information about candidates is to be collected.

Brief discussion took place about the possibility of replacing the "Elected Official Award" with a new "Friends Group of the Year Award," given the fact that so few nominations for the prior award have been submitted and because it seems fitting that FOSCL recognize groups that are making strides in growing their membership and developing exemplary programs.

Academy of Authors' Literary Landmark

Marlana reminded Board members of FOSCL's support in the amount of \$250 towards the Academy of Authors' Literary Landmark in honor of James Mathewes Legaré. The dedication of the landmark will take place **in Aiken on April 18**, and Marlana encourages FOSCL members to attend, if possible.

Walter Edgar's *South Carolina Encyclopedia* describes Legaré (1823-1859) as a writer, painter, and inventor born into a prominent Charleston family. Although he studied law in addition to languages and literatures, he primarily devoted his energy to painting, poetry, and the writing of fiction. When he developed a serious case of tuberculosis, his father relocated the family to Aiken, where Legaré spent the final 13 years of his life, married, and shifted his creative energy from writing to invention.

First FOSCL Annual Conference: April 2-3, 2020 ["Friends for the Future Conference"]

Most of the meeting was devoted to preparations for the Conference. Working closely with Jonathan Haupt and Marlena, Kitty Spires had prepared a detailed draft agenda for the Conference. Although much of the information is tentative, Board members enthusiastically expressed their appreciation for all the work that had gone into its preparation thus far.

The proposed schedule below is subject to change, but the overall structure has been approved:

Thursday, April 2 – Downtown Beaufort

- prior to 5:00 p.m. check into hotel [Special rates have been arranged with both the Best Western Sea Island Inn and the City Loft Hotel.]
- 5:00-7:00 p.m. tour of "Pat Conroy's Beaufort" (Beaufort Tours) *to begin at 5:15 sharp* [group **discount rate** of \$35/person, maximum of 25 people]
- 7:30 p.m. Dutch-treat dinner at Q on Bay, Luther's Pharmacy, Panini's, or another local restaurant

Friday, April 3 – St. Helena Branch Library [8:00 a.m.-4:30 p.m.]

- 8:00 ---- Registration, St. Helena Branch Library
- 9:00-9:30 Welcome, Introductions, possible Business Items
- 9:45-10:00 Break
- 10:00-10:45 Keynote Speaker

- 11:00-11:45 Breakout sessions (one or two)
- 11:45-1:00 Lunch (courtesy of the Beaufort Library System) and Bookmobile Tour
- 1:00-1:45 Author Event: Susan Cushman, author of *Friends of the Library* (honorarium courtesy of the Pat Conroy Literary Center)

- 2:00-3:50 Additional breakout sessions
- 4:00-4:30 Conference Wrap-up Session (additional business items)

Friday, April 3 – Downtown Beaufort [5:00-7:00 p.m.]

- 5:00-7:00 First Friday Activities in Downtown Beaufort
- 5:00-7:00 Social Hour at the Pat Conroy Literary Center, 900 Port Republic Street (free event: courtesy of the Pat Conroy Center)

Conference Details: Consensus approval was given to the items outlined below:

- (1) Registration: *EventBrite* will be used for registration and membership, and FOSCL will cover expenses for that service, rather than passing them on to attendees. *EventBrite* will be used to collect data and funds for the following:

Early registration by March 14, 2020	\$15.00
Regular registration, March 15-April 2	\$25.00
Pat Conroy's Beaufort Tour (Thurs. afternoon)	\$35.00
Dutch-Treat Dinner reservation (Thurs. evening)	<i>details later</i>
Social Hour at Pat Conroy Literary Center (Friday evening)	<i>details later</i>

[Marlena has researched the possibility of having membership renewal for those not able to attend the Conference be added as an option on the *EventBrite* list; however, as of now we are not sure that is possible. Marlena is working on having PayPal create a button that we can upload on the FOSCL web site for people to pay for their membership, but that is not yet a possibility and may need to be discussed at the March 13 FOSCL Board meeting.]

- (2) We need to emphasize that the charge for the Pat Conroy Tour is a **group discount rate**.
- (3) The Keynote Speaker has not been determined, but we have someone in mind who will be contacted next week.
- (4) We would like to have some type of presentation from the State Library. Marlena will work on this.
- (5) Ray McBride will provide a Conference bag for each attendee. Jonathan will follow up on this, but we need to decide what FOSCL will have included in each bag.
- (6) We need to decide when to hold our Awards Ceremony (possibly just before lunch) and the Business Session.
- (7) Topics for Breakout Sessions need to be determined. The following have been suggested:
- Friends Roundtable Presentation of Exemplary Programs (Beaufort's "Book Sandwiched-In" Talk, Lexington's Father-Daughter Dance, etc.)
 - "Communicating Your Story Digitally" – Jim Wooten, Greenville County Library Communications Director
 - "Advocacy for Friends Groups" – SCLA Advocacy Committee
 - "What Friends Groups Need to Know" – State Library (?) John Bradley, former FOSCL President
 - another topic focusing on Friends' "needs" by the State Library
 - United for Libraries Presentation
 - Presentation by Dan Aldridge from the Friends of Georgia Libraries
 - Sustaining Non-Profits – from a conversation with Karen Johnson of the Central Carolina Community Foundation

(8) Fees and Honoraria: There was discussion of these, and we considered the experience of Board members who have made presentations at state, regional, and national meetings. *We will handle these on a case-by-case basis.* However, all presenters will receive free registration. If necessary, we *may* award one or more speakers *one* night’s lodging expenses or a predetermined maximum dollar amount equivalent to that amount.

(9) Conference Promotion and Publicity:

- Awards mailing to include “Save the Date” flyer
- February mailing with registration information
- Facebook
- E-news blast
- Perhaps FOSCL Board members could attend some local Friends Group meetings to publicize the conference.
- We need a photo and bio for each presenter.

The meeting was adjourned at 1:25 p.m.

Respectfully submitted by
Maurice Cherry, FOSCL Secretary

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Upcoming Meetings:

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|------------------------|--------------------------|--|
| March 13, 2020 | Board Meeting* | (11:30 a.m.) S. C. State Library, Columbia |
| | | <i>* Prior to this date we will see how many Board members wish to go out for lunch after the meeting [strictly a “social gathering”].</i> |
| April 2-3, 2020 | Annual Conference | St. Helena Library and Pat Conroy Literary Center,
Beaufort, SC |
| June 12, 2020 | Board Meeting | (11:30 a.m.) S. C. State Library, Columbia |

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Assignment Reminders:

Libby Law:

- Follow up contact with inactive members.
- Send an updated Board member list to Marlana.
- See that someone lets FOSCL Award recipients know that they can bring a guest to the Conference at no charge for registration or lunch.
- Reconcile the Financial Report and Bank Statement.
 - () Provide End-of-Year Financial Report for Conference distribution.
 - () Provide current year budget for Conference distribution.
 - () Provide a list of those registered for the Conference. (?)
 - () Provide a list of FOSCL members for the Conference (?)—perhaps with asterisks by their names on the above list.

Marlena White:

- Check with Sarah McMaster about being listed on the Conference ballot as a candidate to continue her post as Vice-President. [Libby has done so and reports that Sarah has agreed to this arrangement.]
- Seek candidate for Treasurer for the ballot at the Conference.
- Oversee the January mailing.
- Keep FOSCL members informed of activities surrounding the April 18 dedication of the Academy of Authors' Literary Landmark in honor of James Mathewes Legaré in Aiken
- Take care of the following Conference-related details:
 - () Follow up with Leesa about some type of presentation by the State Library
 - () Follow up with Ray McBride concerning breakout session space at the St. Helena branch library.
 - () Discuss with Ray McBride the feasibility of asking the Beaufort Friends group to sponsor a Conference program in the amount of \$250.00.

Jonathan Haupt:

- Follow up with Ray McBride about the bags for conference participants.

Paul Dove:

- Supervise the various stages of the Annual FOSCL Awards initiative.
- Remind award recipients that each may have a guest present whose registration fee will be waived.

Donna Lolos:

- Assist with ideas and contacts for possible State Library presence at the Conference.

Kitty Spires:

- Serve as **primary coordinator** for local arrangements and the program for the Annual Conference, working in concert with Jonathan, Marlena, Libby, and Ray McBride.

Maurice Cherry:

- Prepare and distribute minutes from the Jan. 10 FOSCL Board Meeting.