

**MINUTES**  
**Friends of the Brooks Library Annual (Zoom) meeting**  
**September 14, 2020, 3-5 pm**

Attendance: OFFICERS AND MEMBERS: Ronda Patrick, Andy Piascek, Bob Hickey, Lisa Norris, Patti Erickson, Dan Herman, Jerry Brong, Gary Bartlett, Diane Huckabay, J'aime Wells, Kathy Maitlin, Ian Miller. NON-MEMBERS AND EX OFFICIO: Rebecca Lubas, Maureen Rust, Elizabeth Brown.

Additions or corrections to agenda: None.

1. Officer and Committee (brief) Reports
  - 1.1. President/email monitor – Bob Hickey. Reports “decent sized” stash of books for yearly sale. Rhonda asks whether we should encourage book donations and drop offs. Rebecca does not want to encourage this for time being. Bob can coordinate drop-offs now that the Brooks is open again. Donors should contact Bob via his university email (rhipkey@cwu.edu). Rebecca reports that donor brought large collection, particularly of popular science and theology books, many of which will go to the sale. Bob has completed two big shelves installed and organized. Hoping to do book sale in spring.
  - 1.2. Vice President – Andy Piascek. Nothing to report.
  - 1.3. Treasurer – Ronda Patrick. Endowment is close to \$224,000 (strong). Program support fund at \$18,500, down \$2K due to our purchases from last year. Current report doesn't include payout for interest; won't receive distributions for interest until next month. Will do pizza feed during finals week again this fall.
  - 1.4. Webmaster update – Gary Bartlett. Not much to report. Webpage is still missing autobiographical blurbs for Kathy Maitlin, Lisa Norris, and Erica Sanford. Please view <https://www.brooksfol.org/board> for examples and get your blurbs to Gary. We have 14 members (Sarah Sillin having resigned). Charter says 15 is max. Should perhaps recruit another student rep. Dan will attempt to recruit student member.
  - 1.5. Outreach - Maureen Rust. Library has updated and improved its website, making it simpler and easier to navigate. Updates page shows current info on library hours, etc. Prominent menu displays links for contact info, etc. Also includes improved events calendar. Got small grant for “Freedom to Read” panel on censorship for Am. Library Association Banned Books Week. Will use part of grant to buy books for students and others who can register and receive free copy for discussions in October. Library is working w/ Gov't Affairs office as ASCWU to hold voter registration. Also sponsoring racism and criminal justice reading series, virtual archives and museum crawl, etc. Good participation in panels. This October, library will host Mason Dever for virtual event on Dever's novel, *I Wish You All the Best*, about non-binary person moving to new high school.
2. Board membership
  - 2.1. send around current member list as part of agenda – update contact info if necessary
3. Dean's Report - Rebecca Lubas. Library reopened last week. Hours are shorter. About 400 students entered the library on the first day it was open. Average is supposed to be 50 an hour max, so library must keep numbers down a bit. Service desk personnel are separated from patrons by plexi-glass window. Many staff still work from home. Service staff in library have limited hours and use separate (spread out) offices. Staff hours in building curtailed; Rebecca spends one day a week in her office; works from home otherwise. Students are asked to wipe down their own work stations.

Staff have been trained to handle cleaning chemicals. Compliance with mask regulations has been mixed. Fishbowl and commons both being used as class spaces in order to allow students to spread out. New rolling chairs to help with movement. Some furniture has been put in storage to provide more space for dispersal. One customer allowed at a time in Archives. Closely monitoring numbers in building to make sure staying they are under 50 avg. per hour (if exceed, may have to go to reservation system). Building continues to be open to community members, but library not advertising or encouraging this. Working on “data portrait” of online usage (to show what resources were most used). User Experience and Assessment Librarian tracks use of library webpage. Interlibrary Loan was curtailed while libraries were shut down, but usage back up. Regarding Am. Indian History archive database purchased with FOL funds over summer: there have been sixty-three (63) unique users thus far (this data comes from vendors; library might do its own counts in future).

4. Fundraising initiatives

4.1. Annual Book Sale. To be held in spring pending lifting of Covid restrictions, date uncertain. Rebecca suggests we try for bigger-than-usual book sale due to pent-up demand.

4.2. New ideas for fundraising. Could work on increasing membership of FOL. Bob suggests we think about followup in member services, esp. viz. reminding members that renewal is due. Number of members right now is around 300. Membership fees are not required, but donations encouraged. When brochure went out 2-3 years ago, members could get “community card” for \$50 or more donation. Question: Are members who, say, joined five years ago still technically members? YTD we have received three small donations from members. These have not been solicited; members do this on their own. Bob suggests we think about direct fundraising rather than seeking more members, since the latter has not brought much funding. Rebecca suggests seeking members who would receive “community cards” (once Covid restrictions are over). Ronda suggests perhaps we purchase our own software that allows us to communicate directly w/ our members and prospective members. Jerry wonders about raffle sale (might be restrictions on this). We will reconsider these and similar proposals at next meeting.

5. Other items. Lion Rock wants to express appreciation for books funded by FOL. Lion Rock asks FOL to do this again. Invited two authors to visit virtually in spring 2020 (recorded craft talks for English students). Library designed quizzes on the craft talks. Students who did well on quiz got books for free. Leftover books were put in circulation. This coming year, will distribute books BEFORE the craft talks. Last year, FOL reimbursed Lion Rock for about \$350 expenses.

MOTION TO APPROVE FUNDING TO PURCHASE COPIES OF BOOKS FOR STUDENT TO SUPPORT UP TO FOUR (4) LION ROCK VISITING WRITER EVENTS DURING 2020-21 ACADEMIC YEAR. Seconded by Andy Piascek. Approved unanimously.

6. NEXT MEETING: January 25, 2021, at 3:00 p.m.