

July 17, 2016

Attending: Sue Hudiburgh, Mary Arronte, Cora Suksumrit, Dean Keith, Phil Laun, Vicki Merkler, Liz Natalie, and Kelly Burns

Treasurer's Report Checking **\$2,159.03** Savings **\$16,896.42** PayPal **\$47.64** Total **\$19,103.09**  
Library Wish List **-\$5,366.20**

### **Old Business**

It was agreed that Phil will purchase and pick up 200 book boxes giving 100 to each Library. Sue Haas needs to be removed from minutes distribution.

Most of the remainder of the meeting was a review of the Book Sale Checklist (see attached).

### **New Business**

The 20 iPads currently in use at the Libraries will be replaced in 2017. Kelly said her staff came up with several ideas for use of the old iPads so we will not be offering them for sale.

The next meeting is scheduled for **08/14/16**. The meeting was adjourned.

# Book Sale Checklist

- **Volunteers**
  - **Contact members Vicki, Liz Natale, Mary Done**
  - **volunteers**
    - Students – online signup **Kelly** (hired teens) + Teen Club Done
  - Community service
  - Boy Scouts-**Mary** to contact Denise Johnson- Scout Leader has not responded
  - **Electronic signs-Kelly Done**
  - **Next Door- Cora Done**
  - **Book Sale Finder- Dean-completed**
  - **Flyers-Kelly**
    - Libraries Done
    - Rec centers Rosemeade done/**Crosby need to do**
    - Senior Center Done
  - **Announcement in the water bill- Kelly Done**
  - **Any other publicity? Listed in Neighborhood and Liz will list in Country Place**
- **Prep/Set up**
  - **Floor plan and table setup - Janet Taylor**
    - Confirm table arrangement Done
    - Do we have enough tables? Done
    - Who will set up tables and when; be sure they have the plan Done
  - **Dates/times for book unpack/setup- Tues 7/26- 8 AM**
  - **Parks and Rec**
    - Will they be able to help with boxes and when? **Janet** check with Parks to work on 7/26 Done
    - Subway gift cards:- **Phil** how many? Water? Coffee? Phil will do
  - **Contact Brandon about when books will be ready for a last review. - Sue Done**
  - **Book ends/Metal sign holders/Bins (with t-shirts/aprons, etc.)** Transport from other library if necessary - already at JRL. Mary confirmed
  - **Price lists**
    - Finalize prices - **Sue** will copy in color Done
    - Final hour(s) discount? (e.g. Boxes of books may be purchased during the last hour of the sale for \$10.) We will provide the boxes; boxes must be filled during the last hour of the sale, not before.)
    - Post prices on website
    - Print price signs, if necessary Done
  - **Price marking during setup**

- Ensure all children's books marked when unpacked (Any unmarked children's books will be sold at \$0.25)
  - Select and price 'Specials' - **Mary**
- **Hallway direction signs and Cash** Library
- **IPad** - **Dean** Will contact Tom Rice
  - Arrange with library to borrow.
  - Install or verify installation of Intuit app.
- **Sale days**
  - **Time of arrival for volunteers -Arrive at 9:30 AM**
  - **Books for volunteers**
    - need a list of those who have sorted books during the year - **Cora** to get list
    - need book vouchers printed - **Dean**
  - **Discounts for paid members? – will need up-to-date membership list with payment info - Dean will get list**
  - **Sale of blue bags during the book sale?** Available at checkout
  - **Lunch/Snacks** - **Vicki**
  - **Announcements in the library during the sale?** - **Kelly**
  - **Sign at H&J advertising sale at JRL** - **Kelly**
- **Post sale - 7/31 at 2PM**
  - **Disposition of unsold books**—who will pick up unsold books? \*\***Sue** to contact Done
  - **Breakdown/pack up books and supplies:** when? **7/31 @ 2PM**
  - **Tables:** who will take down and store? **Kelly** to contact Porter

**\*\*Contact info for CCA:** 972-219-4304, ask for Charles who is in charge of bulk pick-ups like books.  
**Contact interested in VHS tapes:** Mike McCluskey, send2mike.mail@gmail.com