



Board Meeting Minutes

January 25, 2023

6:30 pm - 8:00 pm

Board Members Present (in-person)

Steve Miller, Amy Zaslansky, Joanna Austin, Kelly McGarrity, George Brennan

Board Members Present (virtual)

Christine Ireland-Dileo, Shelly Blaufeux

Board Members not in attendance:

Alton Byrd, Therese Mora

Executive Director: Eileen Minogue

Proceedings:

- Opening remarks from Steven Miller, new board president
- Suggestion from Steven: invite Eileen or staff member to discuss Book Fairies operations with the board so we are well versed in the organization.
- Eileen to report all data one week prior to the next board meeting.
- Meeting minutes from 11.16.22 unanimously approved by board (George motion, Kelly second)
- 2022 Recap and Highlights: Eileen
 - a. \$541,000 earned income.
 - b. \$487,000 total expenses
 - c. \$472,000 in bank at end of 2022
 - d. 572,000 books donated.
 - i. 47% Long Island

- ii. 28% NYC
 - iii. 24% Global
- e. Goals:
 - i. 675,000 books for 2023, 1M by 2026
 - ii. Increase # of remote sites to collect books.
- f. Additional information
 - i. Request to simplify QuickBooks report to the board.
 - ii. Report total volunteer hours each meeting.
 - iii. Report cost per book on every report. Current method: total cost divided by total books donated. As of today: ~\$0.80-\$0.90 per book
 - iv. Discuss at a later date: re-evaluate cost per book by removing expenses not directly related to book donation.
- President Initiatives
 1. Safety concerns over storing empty boxes above office. Resolution: boxes will be stored on ground level.
 2. Board Portal on website: Ask web designer for a widget to create a message board where committees can report their activity.
 3. Board Committees:
 - a. Development (Joanna (President), Therese (Secretary), Alton; Governance Amy (P), Kelly (S), Steven; Finance Shelly (P), Christine (S), George
 - b. Remove Technology committee.
 - c. Meeting 4x a year, president and secretary elected for every committee, must have 3 people minimum in committee, committees report to board president and ED one week prior to next board meeting. Include ED in all committee meetings.
 - d. Committee chair to report during each board meeting.
 4. Advisory Board
 - a. Marc Suntup and Glenn Seidman to chair development and execution of Advisory board.

- b. Steven, Amy, Eileen, Marc, and Glenn to set up planning meetings and begin by next board meeting in March.
 - c. Suggested first members: Amber Gilliam, and Shelly's Mother-in-Law
- Warehouse Space:
 - 1. Committee to locate new space to start looking in June: George, Amy, Christine
 - 2. Needs, large space for sorting and events, separate office space, loading dock/garage door, room for a bookstore.
 - 3. Eileen to resend one-sheeter of space needs to the board.
- Review and Discussion of ED salary
- Future discussion: Ways we demonstrate our impact.
- Adjourn: 8:13pm

Next meeting: **March 22, 2023**