

Friends of Delaware Libraries Board Meeting Minutes

April 13, 2026 (via Zoom) – Approved 5/11/2026

Meeting Overview

Present: *Vivian Erickson, Tiffany Lydon, Marlene Biddinger, Kay Bowes, Mary Chute, Skip Dye, Sue Gooden, Theo Loppatto*

The April 16, 2026 FODL Board meeting focused on:

- Status reports on brochure and nametag updates.
- Discussion of logistics for the Sussex County meeting on April 27th, including food arrangements.
- Preliminary planning for subsequent upcoming county-wide meetings and discussing various administrative matters. The group decided to hold the next County Friends meetings in New Castle County on July 13th and in Kent County on September 14th. Polly Sierer was suggested as a potential speaker for the New Castle County event.
- Participation in and donation of a raffle gift basket for the DLA/MLA Library Association meeting.
- Distribution of meeting minutes to external stakeholders, specifically focusing on former longtime contacts to whom minutes have been regularly distributed in the past.
- Review of the current arrangement with Christine for website management.
- Discussion of potential online options for membership payment.
- Briefly discussion of upcoming Delaware Council on Libraries activities and other Delaware library related meetings.

Summary

Approval of Minutes of March 16, 2026 meeting.

Minutes had been sent out by the Secretary (Mary Chute) for review by the Board. Motion for approval was made by Sue Gooden and seconded by Skip Dye.

Financial Updates and Budget Planning

The Treasurer (Sue Gooden) provided her report, reporting no significant financial activity. Motion for approval was made by Mary Chute and seconded by Theo Loppatto.

Brochure Update

New brochures will not be available until at least May. In the meantime, we will utilize the older brochures as we make a pitch for early renewal prior to dues increase.

Nametag Update

New nametags are completed. They will be distributed and used at April 27 meeting in Georgetown.

MLA/DLA Conference attendance and Raffle Basket Coordination

The team discussed plans for the upcoming event in early May, including coordinating who from FODL would attend the joint Maryland & Delaware Library Associations meeting.

Much of this discussion focused on planning a gift raffle basket. The group decided to create a wine-themed basket including a wine book, chocolate, crackers, and coasters, with a total budget of around \$100. Skip offered to help source the wine book, and the group agreed to contact him with specific details once they finalize the theme.

Tiffany, Kay, Skip and possibly others will obtain items for the basket. Tiffany offered to obtain wine and other related donations from *Stateline Liquors*.

The group also discussed logistics regarding assembly and delivery of the raffle basket. Kay needs details about the contents by the 28th to register it properly. Skip offered to bring and assemble the basket and purchase additional items including chocolate and crackers. Sue agreed to share tax documentation with the team.

Sussex County Outreach Meeting Logistics

The group discussed preparations for the meeting on April 27th. They confirmed 23 people are registered to attend and decided to have Vivian handle food arrangements for up to \$150, including wraps, chips, and water for 25 people. They agreed to seek a donation from Redner's to support the county outreach meetings and confirmed Skip would be handling thank you letters for donors. Sue agreed to handle brochures and membership at the April 27th meeting, arriving at 10:30 AM.

The group agreed to send out an additional round of promotional information regarding the meeting, with Kay taking responsibility for drafting an email. The group also discussed logistics for the meeting, including opening and closing remarks and managing lunch arrangements. The team discussed how to structure the session with tables where participants can share their stories. Vivian planned to facilitate by visiting each table to gather feedback and notes, which would be photographed and shared later.

Possible Mentorship Component for future County Meetings

The group discussed adding a mentorship component to the theme/agendas for the countywide Friends meetings. Tiffany suggested surveying attendees about their willingness to serve as mentors for new or struggling Friends groups. It was suggested that we recognize both the value

of sharing significant activities within each county as well as those that are statewide, and that we recognize the importance of highlighting successful local models, such as Newark's construction fundraising campaign and the Bear Library's strong community support.

County Meeting Scheduling Discussion

The team discussed the scheduling of the other two upcoming county meetings, deciding to hold the Kent County meeting in September due to its proximity to the shore and resulting availability concerns. The Newcastle County meeting would be held in July.

They agreed to contact Polly about speaking at a July 13th meeting in New Castle County and to explore hosting that event at The Route 9 Library. Kay volunteered to reach out to Diana Brown about the collaboration topic for the meeting.

Donation Basket/Bucket and Membership Strategy

It was suggested that we might consider implementing a 'donation basket' at the registration tables of future meetings to defray costs. The group decided against that approach this year in favor of focusing on membership recruitment through brochures. They agreed to offer a free membership as a door prize at future county meetings instead.

Library Meetings and Reporting Updates

The group discussed upcoming library related meetings and reporting requirements.

- The team clarified that while yearly reports are required for the annual meeting in December, no additional year-end reports are needed at this time.
- Kay informed the team about a library town meeting scheduled for the first Thursday in June from 10-11:30 AM, which can be attended online.
- Vivian also updated the group that Christine, who handles website updates for DDL and who attends a mandatory meeting every Monday morning, has agreed to make changes, additions, etc., to the FODL website while attending the meetings. Content must be emailed to her by the Friday before the meeting for inclusion on the website.
- The group also briefly discussed the Delaware Alliance for Nonprofit Advancement organization, although they determined it might not be cost-effective for them to join due to budget constraints, and paying to join may not be necessary since presidents of organizations should receive free membership.

Newsletter Planning and Distribution Strategy

The group discussed planning for the next newsletter, which will include information about the upcoming dues increase for the 2027 fiscal year. They also discussed whether to include information about the additional upcoming county meetings in the newsletter.

Meeting Minutes Distribution

The conversation then shifted to whether to share meeting minutes with external supporters who have received them in the past. Theo suggesting re-engaging these individuals by email to confirm their continued interest in receiving updates. The group discussed challenges with distributing meeting minutes. The team agreed to explore using Zephyr as a platform for sharing minutes due to its low cost for non-profits, and decided to continue posting approved minutes on their website while also providing outreach to specific historically interested/invested members. They also discussed how to handle distribution of past minutes to those who requested them, with Mary offering to review and forward the minutes from earlier this year to specific individuals, once she is provided the list.

Upcoming FODL Board Meetings

The group decided to continue holding Zoom meetings for May and June.