

FRIENDS OF the LIBRARY BOARD MEETING MINUTES

Dec, 16, 2020 4:00 PM

The purposes of this corporation are:

- to promote public use of the Mammen Family Public Library;
- to develop appreciation of its value as a cultural and educational asset to the community;
- to supplement library services and materials beyond the library's normal operating budget,
- and to encourage the extension and improvement of its services.

The corporation also supplements the library's mission to provide an environment that inspires a life-long love of learning with programs and activities that make available educational and cultural opportunities not normally accessible to members of the community.

Call to order/ verify quorum - Suzanne called the meeting to order and verified a quorum at 4:04 p.m. Attending were board members Suzanne, Dale, Mary Lu, Athena, Anne-Marie, Susan S., and Deb. Donna H also attended as BARLD rep. and Bethanie and Susan H as library representatives. Not in attendance: Eric R.

Introduction of Guests – Mary Catherine Cole.

Opening Remarks

Approval of previous minutes – Mary Lu motioned to approve the November 2020 minutes, and Susan S. seconded. Approved.

BARLD Report - Donna H. reported they have a board meeting tomorrow and will meet ahead of time to discuss the candidates. New member will be appointed at tomorrow's meeting. All day policy review meeting is planned for January.

Foundation Report – Dale reported they are focused on the Valentine Ball for 2021--a fundraiser. Invitation to stay home and read a book. Invitations will go out in January.

Library Director's Report – Bethanie C. gave a report about December programming. She also reported that the local authors who were able to sell books at the FOL Book Bag and Holiday Tea sale were appreciative of being included. Susan H. reported they had a health and safety meeting recently and have discussed guidelines for returning to drive-up services if needed.

Treasurer report – Dale discussed the November financial report. Dale motioned to accept the Nov financial report; Susan S. seconded; all approved.

Communications – Suzanne read thank you cards from several library staff for the staff appreciation event. Also discussed fund-raising solicitations we have received.

Committee Reports – Some were included with the meeting documents; the remainder will be sent by e-mail.

Old Business

- Status of Plaque for Lee Franzel – Ordered and installed.
- Update Book Nook Bag Sale and Holiday Tea – We made \$351.82 from the sale of books and \$22.00 in donations from the local authors and an additional \$22.50 from donations.

New Business -

- Review and Approve 2021 Budget – Dale reviewed the draft 2021 budget. Dale motioned that we approve; Suzanne seconded; all in favor.
- Lost Travel Expense – This expense (\$266.96) was for Deb's pre-paid SW Airline ticket for the TLA conference that was cancelled for 2020. Deb will see if this can be donated, possibly to a service member. Suzanne motioned that we take this expense as a loss for 2020 and move it from pre-paid travel to a sunk cost expense since it cannot be used. Dale seconded. All approved.
- Discuss Virtual Fundraiser --Charity Footprints – Suzanne will seek additional information (cost to us, etc.) and we will discuss at next meeting. Discussed plan to will remind people regularly that they can shop on Amazon using Amazon Smile and send donations to the FOL.
- Status of Grants – Dale and Suzanne will send letter to Minnie Piper Stephens. Suzanne said we did receive a \$3000 grant from Minnie Piper Stephens and \$5000 from PEC. Discussed tracking of grant fund spending and sending thank you letters. Both grants were written to cover costs for digital library resources.
- Discuss Annual Meeting
 - What constitutes a Quorum – a Quorum is twenty percent of the members (we have about 180 currently). Discussed setting a deadline for renewing and for signing up for the meeting and then determine if we have enough to attend to hold a meeting. Linda discussed having them sign-up and/or renew by January 22 so we have an exact number of memberships to count. Then on meeting date we can determine if we have enough for a quorum, attending by Zoom.
 - How to determine quorum on Zoom -
 - How to Vote – discussed voting electronically prior to the meeting. Can send out a ballot to paid members.
 - Ideas for Presentation – Discussed postponing the actual meeting until we can gather in person but holding the election electronically so we can establish the 2021 FOL Board. Anne-Marie motioned that we postpone the annual meeting until a later point in 2021 when we can gather; seconded by Susan S., All in favor. Linda will send out membership renewal; Suzanne will send notice of meeting postponement.

- Status of Candidates – Deb has not heard from any new candidates. Those interested should send that information along with a bio and picture to Deb Halstead.

Calendar Review – completed

Adjournment at 5:23 p.m.

Respectfully submitted,

Anne-Marie Kimbell

FOL Co-Secretary

Approved: January 20, 2021.