

**FRIENDS OF the LIBRARY BOARD MEETING MINUTES**

**Jan. 20, 2021 4:00 PM**

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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.

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1. Call to order/verify quorum: Meeting called to order at 4 p.m. Board members in attendance were Suzanne Kratz, Athena Houghtaling, Anne-Marie Kimbell, Linda Quintero, Susan Shapiro, Mary Lu Zellers, and Deb Halstead. Not in attendance was Eric Renth. Also attending were Library representative Susan Herr. and BARLD representative Donna Harris.
  2. Introduction of Guests: Mary Catherine Cole.
  3. Opening Remarks - none
  4. Approval of previous minutes - Mary Lu motioned we accept minutes as amended. Deb seconded; motion carried.
  5. BARLD Report : Suzanne attended Jan meeting where they announced the appointment of Dale Pillow to their board. They discussed possible library renovations. Donna H. reported that they are beginning the process of reviewing all the policies and have an all-day meeting planned for Feb 10.
  6. Foundation Report: No report.
  7. Library Director's Report – Susan H. reported she is switching teams with Kristen beginning Feb 1. They are working on AARP tax assistance for Feb and March. Tax forms are also in the library now. Suzanne's husband cleaned the upstairs storage area. Planning to continue online programming until all staff are vaccinated. The library is asking the board to pay to re-sealcoat parts of the back parking lot and they are obtaining quotes at this time. They are also working on a strategic plan and a board policy review.

8. Treasurer report: Linda reported that we have PayPal buttons for membership and donations on our website. Discussed the December financials. Book Nook inventory was completed at end of December. Discussed Minnie Stevens Piper grant spending for 2020. Deb H. motioned to approve the December financials; Susan S. seconded; motion carried.

9. Communications: No report.

10. Committee Reports: Discussed cleaning up the Committee reporting form to reflect current status.

11. Old Business

- Charity Footprints – Declined to utilize Virtual race due to the cost.

12. New Business

A. Memorialize vote naming Linda Quintero as new board member: We named Linda Quintero as our new board member to replace Dale Pillow, who was named to the BARLD board in January. Linda also agreed to act as treasurer.

B. Memorialize vote to pay \$100 toward 2021 Holiday Tea favors – We also approved by e-mail the purchase of favors for 2021 Holiday Tea. Donna made the purchase and the favors have arrived.

C. Discuss upcoming election

- Review nominees: Anne-Marie Kimbell, Susan Shapiro, and Jo Ellen Towry.
- Number needed to establish a quorum: in order to have a quorum, we will need 20% of paid membership on Jan 25.
- Dates and methods of voting: Voting will take place from January 25 – Jan 28, 2021 by online ballot or by hand ballot, which can be downloaded or picked up at the library. Linda has created the ballot on Google forms and will send out an e-mail to all paid members on Jan 25. She will also send out an e-mail prior to Jan 25 to ask if there are any floor nominations, and, if so, would add them to the ballot for Jan 25.
- Determine who will count ballots: Linda and Deb and Mary Lu will count ballots after voting ends.

D. Consider change to bylaw so we can vote by acclamation when we have the same number of candidates as positions. Discussed Robert's Rules re: vote by acclamation. Our current bylaws state that we require a vote by ballot, so we would need to vote to make this kind of change. Tabled for later discussion.

13. Calendar Review: completed.

14. Adjournment: 4:57 p.m.

## EXECUTIVE SESSION

Executive Session began at 4:58 p.m. – Discussed e-mail communications, board member folders, and board communications, positions and responsibilities.

Respectfully submitted,

Anne-Marie Kimbell,  
Co-Secretary

Approved; March 17, 2021