

FRIENDS OF the LIBRARY BOARD MEETING MINUTES

Sept. 16, 2020 3:00 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.

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1. Call to order/ verify quorum: Suzanne Kratz called the meeting to order and verified a quorum at 3:00 pm. In attendance were FOL Board Members Suzanne Kratz, Mary Lu Zellers, Dale Pillow, Deborah Halsted, Anne-Marie Kimbell, Susan Shapiro, and Athena Houghtaling. Not in attendance was Eric Renth. Also present were Susan Herr, Donna Harris, & Mary Catherine Cole.
2. Introduction of Guests - none
3. Opening Remarks - none
4. Approval of previous minutes - Mary Lu made a motion to accept the July minutes, Susan S. seconded; approved.
5. BARLD Report: Donna Harris reported their next meeting is next Wednesday, Sept. 23 at 3:30. They are working on reviewing policies to ensure they are up to date and correct. One in particular is the policy around memorials and how those types of donations are handled. They are planning a day-long, open meeting in the future to discuss further.
6. Foundation Report: Dale reported that their next meeting is tomorrow afternoon. They have a couple of new board members recently. The primary focus of the meeting tomorrow is year-end fund-raising. Discussed overlap in areas of focus between Friends of the Library and the Foundation.
7. Library Director's Report: Susan reported that they are still divided into two teams, working different days. Now open to public for borrowing Tuesday, Thursday, and every

Saturday. Still have drive-up service and are providing pickup inside at a new window. They are training all patrons to use the self-service checkout kiosks unless they are coming through the drive through. Early voting begins October 13 and will go for three weeks. Concern that the library cannot ensure voters wear masks, per voting office interpretation of Governor's rules. Discussed possibly closing the library on election day to ensure patrons are not exposed to lines of non-mask wearing voters.

8. Treasurer report: Dale reviewed the financial documents included with the meeting documents. Bag sale at end of August went well, and we may hold another one at end of year. Dale motioned that the board approve the July and August treasurers report. Anne-Marie seconded; motion passed. Dale also made the motion that we approve the Second quarter financial statement; Mary Lu seconded; motion passed.

9. Communications: Nothing to add. Deb will send a card to Alex from the Friends.

10. Committee Reports:

Butterfly Garden update: Clare ordered additives for water feature after meeting with Mark Malesky last week, repotted 2 of the water feature plants after cleaning skimmer, mulching and spreading wild flower seeds on Sept. 24 workday. Clare will call mulch delivery guy this week to arrange delivery. Plaque for Lee Franzel's bench-FOL can order or Clare can. Who put the big sign in the Butterfly Garden?

Great Decisions Update: We are meeting on Saturday with a good core group of between 10-20 people signing up. I have a feedback form for the last few Saturdays for people to fill out as to what they would change if anything from the way we are holding it this year--day of the week, time, discussion leader position, etc. They can definitely let us know what they like and don't like.

After Saturday we will be halfway through the series, with the end of September and 3 Saturdays in October left. There are 5 books left and I considered putting one out for people to read and study, but Kristin said that was not allowed in the position we are at right now with COVID.

The Great Decisions program is run through the library now financially, so we will remove this committee report from the monthly FOL report. The involvement of the FOL comes when meetings resume publicly and can share a purchased meal, then FOL would be asked to provide hospitality service, if needed.

11. Old Business: Credit Card – Linda and Donna have credit cards. Discussed the need for Friends to be prudent with funds and continue to keep detailed records, without creating extra work for volunteers. Dale will review the reimbursement forms to be sure they fit our needs.

12. New Business

A. Water Feature: Discussed FOL's role in future maintenance. Concern that we are close to the total amount of designated funds for the water feature and it has continued to require ongoing maintenance. Susan will discuss with Clare to obtain information about the original agreement.

B. Plaque for Lee Franzel: Discussed who will order and what it will look like. It was proposed that the library should control what these types of plaques and memorials look like to standardize the process. FOL will wait to see what the library's policy is before moving forward.

C. Chamber of Commerce Directory listing: Discussed how we wish our listing to look in the Directory. We will ask them to add a Library category but will keep our listing the same as it has been before.

D. Review and Vote on Tax Return: Dale previously sent out the tax return by e-mail and asked us to each review and approve it. She has not yet received responses from all board members so requests that all board members review and send questions or approval to her by e-mail. Filing date is Nov. 15.

D. Outcome of the BIG GIVE: Dale reported that we should get a check for \$5030. Discussed the process we will use to thank donors (thank you phone calls and notes from FOL Board members, listed in the newsletter, and a list of donors on the website).

E. Ideas for Virtual Fundraisers: Ideas discussed include wreath contest, another book bag sale (1st Friday in December), combining the book bag sale with a take-your-tea-with-you holiday tea on December 4.

14. Calendar Review: Completed

15. Adjournment at 4:34 p.m.

Respectfully submitted,

Anne-Marie Kimbell,

Co-Secretary

Approved 10/21/20