

FRIENDS OF the LIBRARY BOARD MEETING MINUTES

May 19, 2021 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.

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1. Call to order/ verify quorum: Mary Lu Zellers called the meeting to order and verified a quorum at 4:02. In attendance were FOL Board members Mary Lu Zellers, Linda Quintero, Deb Halsted, Anne-Marie Kimbell, Susan Shapiro, Athena Houghtaling, and Jo Ellen Towry. Absent was Suzanne Kratz. Also in attendance were Susan Herr, Library Director, and Donna Harris, BARLD representative.
2. Introduction of Guests: None
3. Opening Remarks: Suzanne Kratz is out of town, so Mary Lu Zellers led the meeting. The FOL newsletter was published recently and mailed to members. Reminder to get signed Conflict of Interest statement into Mary Lu Zellers or Suzanne Kratz if we have not done so already.
4. Approval of previous minutes: Deborah Halsted moved to accept minutes as amended; Jo Ellen Towry seconded. Motion passed.
5. BARLD Report : Donna Harris reported that they will be looking at an amended mask policy at their in-person board meeting tomorrow. Several in-person meetings are taking place at the library at this time, which is a welcome change. Donna Harris will be representing FOL at tomorrow's BARLD meeting,
6. Foundation Report: No report available.
7. Library Director's Report: Susan Herr said she believes that Gov. Abbot's order supersedes any board wishes regarding masks and that they will have to allow anyone in without masks beginning Friday. She is trying to determine how to keep unvaccinated staff safe and comfortable and also working on budget. Discussion of mask guidance/policy.

8. Treasurer report: Linda Quintero discussed the March and April financial reports, which were sent out ahead of the meeting. Discussed recent expenses from donor designated funds for Butterfly Garden, used to replace plants that died in the February freeze and to purchase mulch. Discussed travel fund line-item expense from 2020. Taxes due June 15; tax return will be discussed when received. Deb Halsted motioned that we approve the March and April Treasurer's Reports; Susan Shapiro seconded; motion passed.

9. Communications: None

10. Committee Reports: Jo Ellen Towery gave Book Nook & Electronic Communication reports for March and April. Discussed upcoming summer reading program and possibility of selling Book Nook children's books prior to this. Discussed the process of receiving and communicating monthly Committee reports. Mary Lu Zellers sent out a Butterfly Garden report earlier today, so she discussed this report. She also discussed checking FOL Board e-mails, so we stay up to date. Several members are not currently using their FOL e-mail and will get with Susan Herr to obtain access. Discussed the possibility of another Book and Author event, as planning for these is a long process. We will discuss this again at a later meeting, as scheduling library events is being done slowly at this time.

11. Old Business

Committee Attendance: Deb Halsted will attend the BARLD June meeting.

Butterfly Garden-FOL will pay for plants, mulch, upkeep of garden; library will handle the water feature. The master gardeners were informed.

12. New Business

1. Participation in BIG GIVE in Sept. – Discussed whether to participate this year; deadline for registration is June 4; cost to participate is \$200. We don't currently have a targeted item/service need identified, but will likely participate, collecting for digital resources for the library. Deb Halsted motioned that we participate in 2021; Susan Shapiro seconded; motion passed.

2. Discuss Guidestar – Linda Quintero reported that Guidestar is a website where non-profits enter all their data (mission, board info, etc.) for 501cs throughout the U.S. Important to be listed in Guidestar when applying for grants; also, IRS automatically forwards non-profit tax returns to Guidestar for public viewing. Other organizations check Guidestar when you apply for participation (Amazon Smile, etc.). Linda updates financial information annually but needs another member to update the rest of the information (board members, etc.). Linda does have the password for those who need to go in and update. Mary Lu Zellers and Suzanne Kratz will ensure these updates.

3. Approve tax return – Not yet available. Will be discussed when we receive it from CPA.

4. Reminder to pick up Summer Reading T-Shirts if you want one. Can pick up from the library at the information desk or pick up curbside.

13. Calendar Review – completed. The June 16 FOL meeting will be held in person at the library.

14. Adjournment

5:06 pm

Respectfully submitted,
Anne-Marie Kimbell
Co-secretary

Approved: June 16, 2021