

FRIENDS OF the LIBRARY BOARD MEETING AGENDA

June 16, 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: Suzanne Kratz called the meeting to order at 4:02 p.m. FOL Board Members in attendance were: Deborah Halsted, Suzanne Kratz, Linda Quintero, Mary Lu Zellers, Athena Houghtaling, Jo Ellen Towry. Also in attendance were Susan Herr, Library Director and Donna Harris, BARLD representative. Absent were Susan Shapiro and Anne Marie Kimbell.
2. Introduction of Guests: Helen Kent, Butterfly Garden and Master Gardener.
3. Opening Remarks: Suzanne welcomed everyone to our first face-to-face meeting in over a year.
4. Approval of previous minutes: Linda moved to approve the May 19 minutes with one correction. Mary Lu seconded approval of amended minutes and the motion passed.
5. BARLD Report: Donna reported that they are adjusting the dates for the monthly meetings of the Board of Trustees.
6. Foundation Report: Donna reported that the Foundation is interested in assisting with Book and Author. There was some discussion about possible authors. The Foundation will be creating an app for online donations. There will also be roundtable discussions on various topics.
7. Library Director's Report: Susan reported that since reopening May was busy and June has been even busier. This and the start of the Summer Reading Program (SRP) have caused a need for increased staffing at the front desk. A new door was installed on the door leading back to the Friends office with a sign "Staff Only." They will open the hallway when there are large events for access to the restrooms. They are working on a column in the Children's area that was damaged. The Adult SRP is up and running with good participation.

They are working on a contract for a new circulation system. The new system will not require new library cards, but will require staff and volunteer training. Currently, only library-sponsored (including FOL) programs are allowed for room booking. Other non-profits will be able to book rooms in July.

8. Treasurer report: See attached report. Most of the expenses for the past month were for the Butterfly Garden. Other expenses were \$200 for the Big Give registration. Book Nook income for May was over \$819.16 with \$614.37 going to the Director's discretionary fund for online resources. IRS deadline was extended to November.

9. Communications: None.

10. Committee Reports: Jo Ellen gave reports as follow:

Excursions (Donna Harris) – Reimbursement for the unused Battle of Flowers tickets have been reimbursed. There has been no further discussion of further excursions. The committee will not be meeting this summer and might not meet until November to discuss 2022 bus trips.

Book Nook (Linda Quintero)– As reported above, the Book Nook sales for May earned \$819.16 in sales since COVID with \$614.37 to the director's discretionary fund for online resources. In support of SRP, we will have a sale of children and young adult books on Tuesday June 15 to Thursday June 17. Paperbacks and board books will be \$0.15 and hardbacks \$0.25. Adult fiction and non-fiction will not be included as we don't have enough inventory to support a sale. In May, we said the library could use one of our daily pouches to make change for patrons since we are no longer using the register.

Electronic Communications (Linda Quintero) – In May, we only sent the email for FOL Volunteer Hours (41% open rate) through Constant Contact.

Book and Author – No report but there was discussion later in the meeting.

Membership Committee- (Gene Carnicon) – Life Members: 66, Regular Members – 72, Sponsor Members: 10, Staff Members – 22, Honorary Members – 5, Voting Members – 150.

Butterfly Garden (Helen Kent) - They had a cleanup event in February and planted 145 plants. Some plants died in the extreme weather in February. Workdays are the 4th Thursday each month at 8:00 a.m. Volunteers should bring their own gloves, tools and water. Linda will send an eblast with this information.

11. Old Business: Status of BIG GIVE: Discussed earlier that the \$200 registration fee has been paid. We will not have a table in the library promoting donations as we have in the past. Money raised will go to online resources.

12. New Business

1. Discuss attendance at Chamber mixers and networking events: If anyone goes, have an agenda or elevator speech. It might be more fun if more than one person attend together.

Who will update the chamber site? Susan S. will speak with the Chamber representative about updating the site.

2. NACIR solicitation: The fee is \$59 dollars for a change at overstocked office supplies. Everyone agreed we do not purchase enough supplies to spend the money. Most of the supplies in the catalog are things we do not use.

3. Annual Meeting: We will not hold an annual meeting in 2021 but will wait until January 2022.

4. Discuss ways to increase membership: Suggestions were to put a poster in the front lobby listing ways the FOL have supported the library since 2000 including over \$1 million funds donated to the library. Include membership form. Also, put membership forms and promotional information in the boxes given out at SRP programs.

5. Discuss planning a social event after summer reading – We will plan for an event in September with details to be discussed at the next meeting.

13. Calendar Review - Completed

14. Adjournment

5:20 pm

Respectfully submitted,

Deb Halsted

Co-secretary

Approved: July 21, 2021