

**FRIENDS OF the LIBRARY BOARD MEETING MINUTES**  
**Sept 15, 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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**Call to order/ verify quorum** – Suzanne Kratz called the meeting to order and verified a quorum at 4:06 p.m. FOL Board members attending were Suzanne Kratz, Athena Houghtaling, Jo Ellen Towry, Mary Lu Zellers, Linda Quintero, Anne-Marie Kimbell, and Susan S. Absent was Deb Halsted. Also attending were Donna Harris, BARLD representative, and Susan Herr, Library Director.

**Introduction of Guests** – none.

**Opening Remarks** – Suzanne is out of state so meeting will be quick.

**Approval of previous minutes** - Linda motioned that we approved the minutes as written; Jo Ellen seconded; motion passed.

**BARLD Report** – Donna Harris reported that BARLD hosted a joint meeting between members of FOL, BARLD, and the Foundation and a few library staff members. As one result, a grant committee was formed, which will be spearheaded by Susan Herr. BARLD board meeting is tomorrow.

**Foundation Report** – No Foundation representative was in attendance, but Jo Ellen attended the last Foundation meeting and reported that they were a nice group of people doing a lot of good work. Donna reported the members are hard at work on the upcoming focus groups to be held at the library and at their spring 2022 Stay at Home and Read a Book ball, and also sending out thank you notes to previous contributors. Jo Ellen said these will go out prior to Thanksgiving.

**Library Director's Report** – Susan H. sent out the library report this afternoon and posted it on the website. They are finishing up the audit, and the auditor will present tomorrow at the BARLD board meeting. The library is losing two staff members next month (Katie and Elizabeth), and interviews begin next week for replacements. They have also recently hired one new staff member. Susan is also updating a few library policies and planning for staff training on Oct 11

when the library is closed for Columbus Day. Donna added that all policies have now been reviewed and some updated.

**Treasurer report** – Linda Q discussed the August financial reports, which were included in the pre-meeting documents.

**Communications** – none this month.

**Committee Reports** – Book Nook, Bus Committee, and Electronic Communication reports went out with the pre-meeting documents. Jo Ellen also received the report from the Membership Committee report, which was also sent out by e-mail today from Gene C.

**Old Business:**

**Prepare for BIG GIVE** – An e-blast will go out tomorrow because online giving starts tomorrow, though the BIG GIVE date is Sept. 23. Linda, Anne-Marie, Athena, and Mary Lu will write thank you notes afterward.

**Status of Oktoberfest** – Discussion led to the decision to not move forward with plans to have an Oktoberfest at this time due to current COVID-19 concerns. Susan S. motioned that we cancel; Anne-Marie seconded; motion carried.

**New Business:**

**Update on the Sept. 11 meeting** – Suzanne provided information from the Sept. 11 joint meeting between some members of the FOL, Foundation, and BARLD. The discussed roles of each, fund-raising, restrictions of each group, etc. The meeting was informative for all and resulted in a grant committee being formed among other things. This joint meeting between FOL, BARLD, and the Foundation will be held again next Spring. Linda discussed providing a brief presentation at a Spring 2022 Chamber breakfast or lunch as a way to solicit business memberships. This would be done through the Foundation and cost \$100.00. This will be discussed further at a later meeting.

**Discuss helping at Great Decisions-Tuesdays in Oct at 10am** – Bethanie is setting this up for every Tuesday in October at 10 am - noon., and the library would like for FOL Hospitality to help with serving and cleanup of refreshments. Linda is in process of setting up a Sign-Up Genius e-mail so we can sign up for shifts (9:30-11:30; 11:30 –12:30).

**Ratify vote for \$1410.56 for Trekker costs** – This had been approved by e-mail and is included here for the record.

**Set meeting time to review the FOL standing rules** – The FOL Standing Rules are on the website and should be reviewed prior to the next regular meeting on October 20, which we will try to hold in-person outside at the library, pending weather.

**Calendar Review** - Add Great Decisions; remove Oktoberfest.

Adjournment at 4:53 p.m.

Respectfully submitted.  
Anne-Marie Kimbell  
FOL Co-Secretary

Executive Session: Suzanne K called the Executive Session to order at 4:55 p.m.  
Meeting adjourned at 5:02 p.m.

Approved October 20, 2021