

Friends of the Library Board Meeting Minutes

October 20, 2021

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.

Call to order/verify quorum – Suzanne Kratz called the meeting to order at 4:00 and verified a quorum. FOL Board present were Suzanne Kratz, Susan Shapiro, Mary Lu Zellers, Linda Quintero, Jo Ellen Towry, Deborah Halsted. Absent were Anne-Marie Kimbell and Athena Houghtaling. Also attending were Susan Herr and Mary Catherine Cole from the library and Michele Grauerholz representing the BARLD.

Introduction of Guests: None

Approval of Previous Minutes: Susan Shapiro moved and Mary Lu seconded the approval of the minutes. The motion carried.

BARLD Report: At the September meeting the BARLD received a good report on their annual financial audit. Most notable was that the District paid off the 2006 bond early. This bond was for the original library building and paying it off early means significant savings in interest payments. The auditors reported that the library has a healthy fund balance.

The BARLD discussed the recent Joint Library Support associations meeting held on September 11. Many felt that this meeting helped everyone, including Board members, better understand the library's digital resource services and associated costs. Sharing this information helps everyone understand the challenges the library faces in providing these services to their patrons. Sharing this fact with patrons will help with fundraising. We felt the meeting was valuable and plan to hold more.

At the next meeting they will learn more details about the proposed kiosks, which will extend services to patrons.

They completed a certification of unopposed candidates for the Board and cancelled the BARLD November election.

Library Director's Report: The costs for the kiosks will be presented to the BARLD on October 21st. Mary Lu will be attending the meeting for the FOL. There has been a lot of turnover in Library staff, and training for Circulation staff is on-going. Katie Paul left, and Mackenzie Broderick was hired with some overlap time for training. The library will be implementing a new paid time off policy and are working on holiday schedules. The door count shows that more families are coming to the library.

Treasurer's Report: Linda discussed the September Financial Reports which are attached. The Big Give raised \$4930.29. Linda made the motion that \$2000 of the Big Give Funds be used for Trekker expenses and \$2930.29 be given to the library for digital resources. Mary Lu seconded the motion. Motion passed. Linda reviewed the monthly expense report, and she estimates Holiday Tea expenses should be about \$150. The Chamber will be sending us an invoice of \$175 for sponsoring the April 2022 Power Luncheon.

Committee Reports:

Big Give – The Big Give, the area-wide giving program, was September 23, 2021, with early giving starting on September 16. The FOL earned \$4,930.29. We had 44 donors, with 29 giving online and 15 offline. Of the offline donors, all but three paid the platform and credit card fees. We might have additional funds coming as we are still waiting on a check from a donor. Once received, we should be able to confirm the matching funds from the Williams Company. Athena and Linda wrote thank you notes to all donors except Board members. Funds will be used for digital resources and Trekker expenses.

Book Nook – The Book Nook earned \$1,007.66. The monthly distribution to the library was \$755.75. The Book Nook will have a sale during the Holiday Tea. This will be one of our tax-free days. Maria will contact two new members interested in Book Nook/Sales.

Bus Trip – No bus trips will be scheduled for the rest of the year.

Electronic Communications – In September, we sent out the following eblasts: August Committee Reports (59% open rate); September Volunteer Hours (36% open rate); four eblasts on the Big Give (43%, 42%, 52% and 51% open rates); and two Facebook posts on the Big Give. An email was sent from Sign Up Genius requesting hospitality support for the four Great Decisions programs in October. In October, eblasts will go out on the memorial information for Ken Hamm, the results of the Big Give, and information on a Holiday Tea meeting for all who want to take an active role in support.

Hospitality Committee – The FOL will provide volunteers to help setup, serve, and clean up for the four Great Decisions programs in October. A Signup Genius request was sent out and people signed up for all four dates. A meeting is scheduled for 12:30 p.m. on October 26 in the Training Room to start planning for the Holiday Tea. An invitation for volunteers was sent out in an eblast the week of October 11.

Membership – New individual members for the quarter: Lucy Bobick, Kathryn Boone, Linda Byerly, Marisa Gonzales, Linda Jonas, Linda Martin and Nancy Spickelmier. New sponsor members for the quarter: Jerry and Sarajeon Shubert; Michael and Martha Vickers. New lifetime members for the quarter: Gina Brosh and Cathy Skop. The FOL has 67 lifetime, 78 individual, 14 sponsor, 5 honorary lifetime, and 22 staff members. There are 159 voting members.

New Member Outreach: Deborah sent welcome email messages from the FOL Gmail account to new members. Included in the messages were a welcome and information about the Big Give. There were no responses to the emails.

Ken Hamm – It was announced that there would be a memorial for Ken Hamm on November 6 at the Library. The Board voted to provide a \$100 memorial from the FOL to the BARLD in memory of Ken Hamm. We also discussed establishing some guidelines on when the FOL will give memorial contributions.

Big Give – Funding vote: Linda moved and Mary Lu seconded. Motion passed.

- \$2,000 to the Trekker
- \$2930.29 to the library for digital resources

Annual Meeting – After a discussion, it was agreed that the meeting should be held via Zoom while we are still in the COVID pandemic. We will make a final decision after the first of the year. Members will vote for Board members online. The meeting will be held on the last Thursday in January.

Nominations for new board members: Mary Lu Zellers and Mary Catherine Cole were appointed by Suzanne as the nominating committee. Linda will prepare an eblast to go out soliciting members to run for the board.

Holiday Tea-there will be a meeting on Oct. 26 to plan the tea. We had a good response for volunteers.

Staff Appreciation

We will provide cupcakes and gift cards to the staff at their meeting in November. Suzanne will check with Susan Herr to confirm the date and names of the staff.

Butterfly Garden

Board voted to spend \$106 plus tax to place “fake” rocks in the water feature.

Other Business

- The Book Nook will use one of our two tax-free days for a book sale on the day of the Holiday Tea. They will use the 2nd day on Dec 17 or Dec 20. Tax-free days allow us to sell without collecting sales tax.
- The Calendar distributed prior to the meeting was approved.

Standing Rules – The Board reviewed the Standing Rules down to Rule 3: Directors. The Board will continue the review at the next meeting.

The meeting adjourned at 5:20 p.m.

Approved: December 15, 2021.