

## FRIENDS OF THE LIBRARY BOARD MEETING MINUTES



October 17, 2022 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 – Mary Lu called the meeting to order at 4:04 p.m. In attendance were Board Members Mary Lu Zellers, Linda Quintero, Deb Halsted, Anne-Marie Kimbell, Athena Houghtaling, and Jo Ellen Towry. Absent was Susan Shapiro. Also in attendance were Debbie Neubauer, member; Mary Catherine Cole, member; Susan Herr, Library Director, Betty Cramer, Foundation Representative, and Michelle Grauerholz, BARLD Representative.

### **Introduction of guests – none**

**Opening remarks/Communications** – The library Family Place designation presentation and visit from Family Place Librarian will be on Nov 17 at 11 am. Montana has invited the FOL to attend. October FOL News and Notes went out recently and included several thank yous. Mary Lu also worked on Thank you Notes for Book and Author, Big Give and Book Nook Coupons. She attended the Foundation meeting, Foundation RoundTable, B&A Wrap-up meeting, Standing Rules Committee meeting, Bus Trip Meeting, BSB Chamber Coffee, and Great Decisions. In the future, the library will include FOL news in the library eblasts, but not send out specific FOL eblasts. Linda will be the FOL point of contact (with Mary Lu as backup) for Susan Herr and the marketing person for FOL. Susan has asked that the FOL use the Room Reservation calendar for FOL functions rather than contact staff members. An eblast was also sent out inviting FOL members to attend FOL Board meetings. This eblast included the Agenda and Committee Reports. We will continue to do this monthly. Friends of the Library Week is October 16-22.

**Approval of September meeting minutes** – Deb Halsted motioned to approve the September FOL meeting minutes as amended; Jo Ellen seconded; motion passed.

**BARLD Report** – Michele G. reported that the board continues to stay in touch with the developments regarding the proposed property purchase. No updates yet. Debbie N. completed the required policy training. The board has completed the requirements for the Nov 8 election. They hope to host a Trunk or Treat on October 29 at 5:30 pm but need assistance with candy, decorating, etc. Linda Q. motioned that the FOL provide candy assistance of up to \$100. Deb. H. seconded; motion passed.

**Foundation Report** – Betty C. reported that the foundation will also assist with the Trunk or Treat. They also plan to donate candy. Debbie N. suggested the addition of stickers, pencils, etc. as handouts in addition candy. Betty discussed their planned Envelope fundraiser to be put in the library, which provides envelope for people to put donations of any amount. These funds would assist with the purchase of the outdoor musical equipment. They have a new board member, Mike Gugliotti, but have lost one since Jay Johnson resigned. They also have a new person assisting with their website.

**Library Director's Report** – Susan said library staff are excited about the upcoming Trunk or Treat. They currently have 13 people signed up to provide trunks. Susan just hired a marketing person, Marc Dunlap, who started today. He will also assist people with technology. Susan asked that the FOL send marketing requests through her at this time while Mark gets up to speed. The outdoor musical instruments will be installed soon.

**Treasurer's Report** – Linda Q discussed the Sales and Use tax statement for end of Q3 and the September financial reports. Linda pointed out on the Balance Sheet the \$11000 in Board Designated Funds approved in Sep for FOL Support to the BARLD. Since the FOL had three fundraising events in September, she provided a fundraising report that showed the income and expenses for the Big Give, Book and Author, and Wreaths Across America.

**Committee Reports** – included with meeting documents except for the Grants Committee report, which Athena mailed out to Board members separately. The Excursions Committee has 15 people signed up for the Nov 1 trip to Fredericksburg.

### **Old Business**

- **Book & Author Luncheon Designation of funds – Trekker/Digital Resources** – We have \$1333.92 to divide between the Trekker and the Digital Resources. This discussion was tabled until the budget meeting.
- **Big Give Results** - We raised \$3765 for lockers for the library. Linda and Mary Lu wrote thank you notes to donors.
- **Foundation/FOL Roundtable for Area Nonprofits Follow-up Report** – Mary Lu said people seemed interested in the database now available for public use. Susan said there are already people using it.
- **FOL Standing Rules Review – Status** – The Committee has begun reviewing the Standing Rules including detailed position descriptions. The committee will meet next week on October 26 to continue the discussion.
- **Veterans Day - November 11** – Debbie has not received any interest from the local schools she has contacted about having their choir or ROTC present. She continues to

work on the agenda. Marty Chrisman will sing the Star-Spangled Banner. Screens in the main library rooms will have information about Wreaths Across America and a table for donations will be set up also. Debbie made a Patriotic quilt that will be raffled. Tickets are \$1 per ticket or 6 tickets for \$5. The raffle will be at 3 p.m. on November 11. An email will be sent out to ask for FOL assistance with the Veterans Day program.

- **Wreaths Across America** – Debbie is still collecting money for these sponsorships. All monies are due by November 26. Currently 160 sponsorships are sold; the goal is 500. Wreath coloring pages are available in the library for children to color and these will be displayed in the library.

## New Business

- **Chamber of Commerce sponsorship of April 2023 meeting** – Linda received an email from the Chamber asking if we want to renew our sponsorship for the April 2023 Chamber luncheon for \$175.00. The board discussed and determined we would be possibly interested in additional sponsorship opportunities but not the April luncheon.
- **Book Nook– Replace Cash Box**– Linda suggested a new payment box for the Book Nook to replace the current borrowed one that is difficult to operate. The proposed box has a digital lock and would cost \$139. Linda will research additional boxes and bring suggestions back next month. Discussed the possibility of the library selling the Book Nook books to those who prefer to use a credit card and creating an accounting rule to account for the FOL donation to the library (since the library would collect and keep the money for the book sales). Jo Ellen proposed that we try this process for one month to see how it works.
- **FOL Fall Membership Drive** – Mary Lu asked if we want to have a Fall Membership Drive. Discussed providing free membership for those who join November and December. Linda motioned that we have fall membership drive; those who join Nov 1- Dec 31 will have their dues carry over into 2023. Deb H seconded; motion passed.
- **Library Trunk or Treat- October 29** – already discussed
- **Holiday Tea Budget** – Linda discussed the possible budget for the Holiday Tea. Issue tabled until after the Holiday Tea planning meeting.
- **2023 Budget Input** – Linda has asked for committee chairs to provide their 2023 budgets by Oct 17. She needs them by the end of October at the latest so the Board can meet and discuss the 2023 FOL budget.
- **Library Staff Appreciation from FOL** – Discussed providing pizza, salad, and cupcakes for lunch during their staff meeting on Nov 22. The Foundation and Trustees may share the expense. We will provide Book Nook coupons also.
- **FOL Annual Meeting Date – January 2023** – Will be held on Jan 26.
- **Number of FOL Board Members for 2023** – Our Bylaws require a minimum of 5. President, Vice President, Secretary, Treasurer, Director of Committees.
- **Nominating Committee for 2023 Election** – Members suggested include Suzanne Kratz, Clair Helminiak, Bev Lemes, Donna Harris, Debbie Neuman, Betty Cramer and Sarah Sick.

- **Book Nook Coupon - Member Recipients for August** – The October Book Nook coupon winners are Nancee Vincent and Sandee Johns.

#### **Foundation & BARLD Trustee Meeting FOL Representatives**

- **Foundation Meeting November 1 - Mary Lu**
- **BARLD Meeting November 17 - Linda**

#### **Calendar Review/Save the Dates**

- **Holiday Tea Planning Meeting – Friday October 21**
- **Bus Trip to Fredericksburg – Tuesday, November 1**
- **Veteran’s Day – Friday, November 11**
- **FOL Holiday Tea – Thursday, December 1**
- **Wreaths Across America (Fort Sam Houston) – December 17**

**Next Meeting: Monday, November 21 - 4:00 pm**

**Adjournment at 5:34**

**Respectfully submitted,  
Anne-Marie Kimbell, Co-Secretary**

**Approved: November 21, 2022**