

February 1, 2016 Meeting Minutes

Call to Order: Vicki, Dolores, Barb S, Barb P, Sue, Joyce, Priscilla, Arvilla, Tom, Janet, Cathy, Diane and Genna, library director

Treasurer's Report: \$8,878.61 deposit account balance from 1/29/2016

Old Business:

Vicki reported that the annual Holiday Bake (and craft) Sale netted \$1,027.00 in December of last year. She commented on the fact that having City Hall in the building added to the amount of people as customers on Friday. She suggested that next year we might want to have the sale on Thursday and Friday instead of Friday and Saturday. Dates for 2016 will be discussed at the May meeting.

As predicted, there are calendars left (mentioned at the last meeting that there were less opportunities to sell these to the public.) At the end of the meeting seven calendars were sold to the members for cost (\$3.00). However, there are still 5-7 calendars left of the 60 ordered. It was decided to not purchase the calendars for 2017.

Vicki reported that we have sold twenty of the canvas bags. Tom asked if the signage and display of the bag at the circulation desk helped, and it was agreed that this did help with selling the bags. Also the bags can be sold at other events since there is not a date as with the calendars.

Four holiday baskets were given to participants in December. However, Vicki reported that one of the gift cards had been taken out of one of the baskets. Solutions to this might be to not display the baskets, but just have a sign and the drawing box on the table. Another idea was given to fill the baskets with books and larger items and to include a list of the gift cards, but keep the cards behind the circulation desk until the name is drawn. This will be discussed again at a later meeting.

February 17 at 10AM will be the date to work on the donations to Operation Paperback. Diane reserved the Civic Plaza room to use for the project. A sign-up sheet was circulated to have volunteers for this project. Barb S reported that she had 2-3 purchased boxes from the post office from last summer to use. Diane will get the location for the donations to be mailed and print the letters and book labels. Diane shared an email thank you from our last donation with the group.

A discussion of the extra shelving for the book sale area was then discussed. Vicki shared a quote from the furniture supplier of the existing shelving with the group that had been obtained from Genna. Tom reported that the furniture from the Library Store in Tremont was as expensive with shipping and that the wood might not be a match. The amount of the quote was separated between the metal shelving cost and the wood at a figure just under \$2,000 (\$1,987.87) for two shelving units plus a wood top to join with the existing left side shelf. The portable yellow-orange shelves that occupy this area can be removed and stored in the library to be used during the Big Book Sale. The installation will be handled by Tom and Steve at no cost to the Friends sometime this spring or summer. This was agreed to by the group and Genna. Genna also stated that the quote was from last December and might need to be adjusted; she will contact the company to inquire if the quote is still valid. Dolores made a motion to purchase the two shelving units as quoted or less than \$2200 (a 10% increase) if needed. Joyce seconded, and the motion passed. Genna also reported that extra metal shelves were installed by Steve to gain an extra shelf to show paperbacks.

The heart fund raiser program started on January 19 and will continue until February 14. After a group discussion at the luncheon on January 18, Vicki purchased a card table and plastic tablecloth for this project. The hearts were printed and then cut out by members. A basket of colored markers and a sign has been at the table alerting people that the hearts are to be decorated and then the cost of \$1.00 paid at the circulation desk. Friends' members (and Diane) will affix the hearts to the glass windows next to the table. The receipts for the purchases to complete this project were turned in for refunds to Barb P and Vicki. More hearts can be produced with extra paper in the Friends' closet.

New Business:

Friends' group dues of \$5.00 were due and with ten members giving their money. Tammy was given \$50 to deposit. Diane recorded the names of the group in a database that has listed when members have joined and paid their dues.

Diane reported that the civic plaza meeting rooms have been booked for June 16-18 for the annual Big Book Sale. These rooms have become popular with the new location of City Hall, and since three consecutive days are needed for this event, Diane thought it was prudent to book the rooms. It was agreed to have set up be on Thursday. Barb S made a motion to have a Preview night for members of the Friends; Arvilla seconded, and the motion passed. Volunteers will be needed for this project, and a sign-up sheet will circulate at the May meeting.

On Saturday, April 16 from 10AM to 3PM the library will hold a Star Wars Day event. The Friends were asked to again have a snack bar. This event has been one of the highest number of participants that the library hosts. And with the newest movie released, it might be again. Vicki circulated a volunteer sign-up sheet for the event. She also asked for a volunteer to do some research on Pinterest and the Internet for treat ideas (non-perishable) that can be made for the snack bar. Vicki also reported that one of the managers at the EP Kroger gave her free items from their Star Wars products, including dishes and some food items. She plans to send them a thank you for the donations.

Diane and Vicki reported that the Summer Reading theme this coming year will be "Read for the Win!" The library will use this to have games and sports themed events, including the Summer Olympics. A final party/event has yet to be decided. The Friends will again donate \$1,000 to this program like last year, as voted on at the November 2015 meeting. Genna explained that the Friends' donation will help with programming, prizes, and the final event and that this level of donation which will be at the highest (possibly Gold Medal) will entitle the group to special recognition. More news will be available at the May meeting.

Vicki then recognized Barb Scheiber, who had a few organizational items that she wanted to bring to the group. First she wanted to tell the group about the national organization and their newsletter "The Voice." It was noted that at a prior meeting, we had agreed to send in our next subscription when it was due. (Note: August 2015 meeting minutes.) She also would like to revise the group's by-laws. A motion was made by Tom to have a committee review the by-laws. This motion was seconded by Janet and voted unanimously by the group. A committee of volunteers: Janet, Barb S., Sue, Tom, and Vicki was formed; and a meeting of the committee was to be decided by them at the end of tonight's meeting. Another point of concern by Barb was about the financial procedures, including a yearly audit, applying for 501(c)(3) status, and submitting a yearly budget. Genna stated the library's auditor does this already and there is no conflict of interest. The Friends assets are separate from the library's assets. As there

were not any seconds to these points of interest, there were no votes taken on these matters. Next Barb talked about the feasibility of the Friends group having their own Facebook page, instead of linking to the library's page. More information is needed concerning this action. It was decided to table this until the May meeting. She asked if a membership list with addresses, phone numbers, and email accounts could circulate to the group or be published. There was no second to this motion, and it was not voted on as a group. Lastly, she thought that the president of the group should have a gavel to conduct the meetings. After some discussion, there was no second to this motion and it was not voted on as a group.

Meeting adjourned at 7:50pm. Next Meeting on May 2, 2016 at 6pm.

AGENDA for May 2, 2016 Meeting

Call to Order:

Treasurer's Report:

Old Business:

- Report on Valentine Heart fundraiser and Calendar sales
- Report on Star Wars canteen and crafts sale
- Report on Summer Reading funds and Red Cross Babysitting funds
- Volunteers for the Big Book Sale, discussion of door prizes
- Report on the new shelving ordered
- Report concerning the By-Laws meeting for revisions

New Business:

- Student Final Night snacks on Sunday, May 15
- Summer Reading kick off Sat, June 4: volunteers for popcorn & drinks; cost of Connect Four
- Volunteers for Summer Reading Final Party, Sat. July 30 Landmark bowling
- Dates discussed for Bake Sale in December
- Report by Diane concerning two companies that recycle books
- Opportunity for gaining new members/National Friends Week in October
- Library's Facebook page: pros and cons of Friends' own page or staying with the library's
- Nominating Committee appointed with volunteers to report and vote at the August meeting

Correspondence:

Adjourn: Next meeting Monday, Aug. 1, 2016