

## Friends of the Fondulac District Library

November 2, 2015 Meeting Minutes

**CALL TO ORDER:** Barb Pokarney, Priscilla Whipp, Evalyn Spinder, Alma Stutes, Tom Armbruster, Sue Roper, Dolores Eads, Vicki Lambrich, and Diane Soffietti

**TREASURER'S REPORT:** \$8222.79 - \$1,000.00 check for library and other receipts for Holiday Basket funds

### **OLD BUSINESS:**

Volunteering to help with the pricing and selling items at the Holiday Bake Sale was the first business. Vicki passed a sign-up sheet for the event, which will start on Friday, December 4 and Saturday, December 5, with pricing of items on Thursday afternoon in the staff kitchen. Dolores reminded the members to place items in clear plastic and not colored bags for ease of seeing the items. Also noted was to mark if the item had nuts included. Any type of food or craft item can be donated for sale, including small numbered items, as well as larger items, such as a whole pie. Vicki is working on items sold in mugs and mason jars. Please drop off baked or donated items on Thursday during the day (library opens at 9AM.) After some discussion, Tom A. made a motion to compensate Barb P. 25% of item cost when a craft item she made is sold; Dolores seconded the motion, which passed. This is to offset the cost that Barb incurs from zippers or boxes of crayons in the items she makes and donates for the sale.

Vicki purchased 60 Book Lovers' Calendars (60, which is the same amount as last year) for \$180 with free shipping. After some discussion Dolores made a motion to initially sell the calendars for \$6.00 with Barb seconding the motion, which passed. There are less opportunities to sell the calendars this year, as last year they were sold during the October Friends' Week.

Vicki reported that she had spoken with Jeanette Kendall of the East Peoria Times Courier to have articles concerning book sale books for veterans on Wednesday, November 11 and that the Friends will take book donations at any time. Most importantly, the Friends would like paperback books for the military when they mail some to U.S. bases overseas or stateside with the Operation Paperback project.

The date for the second project of Operation Paperback will be decided at the February meeting. Diane passed an email from the organization that stated how to get locations to mail the books to when we met in February to box our paperbacks. Paperbacks that are mysteries, historical, sci-fi, or nonfiction are needed.

Vicki reported that during Friends' week of October 18, we added three new members and gifted the library a check for \$1,000, as well as a book clock for Genna Buhr, the new director. Diane reported that the money was used to purchase a metal community bulletin board and magnets to be placed above the coffee machine. The public can use this to display flyers advertising programs, but not solicitations. The remaining funds were used to purchase five launch pads for the children's department. The launch pads are for pre-school to elementary aged children and have computer type games in specific content areas, such as transportation or math. With Kroger donating some of the food and drink for the staff, only \$74.45 was needed for the event and Genna's gift. Cookies and apple cider were placed in the library staff room and enjoyed by the staff that week. Vicki had pictures of the event with Genna's gift and the platters of food.

A February fund raiser was then discussed. Colored paper hearts would be sold a few weeks leading up to Valentine's Day to be posted on the glass areas of the children's department and facing the atrium of the Civic Plaza. Vicki asked for a volunteer, who would organize and purchase the items, to head this project. Diane suggested using an Ellison cutter that the library could borrow; doilies were also suggested. Rather than one person volunteering, Barb, Evalyn, Tom and Vicki will meet on either January 11, 12 or 13 to finalize the project. Hearts will be sold for \$1.00 and can be in memory of someone, to honor or give recognition for someone, or to identify a loved program in the library. Posting the hearts will be the responsibility of the library staff. Headings might be designated for the three areas so that the heart will not need to have that part written on it. Tom made a motion to spend \$25 on the supplies for this project; Evalyn seconded the motion, and it passed. It was reported in the newsletter that the fundraiser of selling hearts will be from Jan 19- Feb 14.

Tom and the Teen librarian, Carey Gibbons are working on having podcasts to inform the public about what the library does and possibly for book reviews. It is a work in progress.

Dolores and Vicki reported that there are more books in the closet that cannot be placed in the sale due to lack of shelf space. On Monday, a cart was given to hold Christmas craft books to be sold. Mostly the overflow is paperbacks. Barb and Diane showed the members some options to add to the shelving in the Friends Book Sale area. The shelves that are in the book sale area are approximately 60 inches tall, and Genna has requested that any shelf that we purchase is not taller than that. The wood shelves that are from The Library Store in Tremont and at the Demco website were between \$350 and \$600. However, due to their weight, shipping was also costly. The metal rack type of shelving was not as expensive and could hold approximately 200 paperbacks. After discussion on the merits of both styles, it was decided to gather more information about the wood shelves at The Library Store. Vicki, Barb and Tom will call to see if samples are available to view and report at the next meeting. A cost of \$400 was deemed appropriate for the purchase.

#### **NEW BUSINESS:**

Volunteers to sell books to the veterans on Wednesday, November 11 for Veterans' Day are Dolores, Vicki and Tom.

Vicki made a motion to select a date in June for the Big Book Sale; Sue seconded this motion which passed. Diane will look at available dates in June for the February meeting.

Dolores made a motion to donate \$1,000 for the 2016 Summer Reading Program; Vicki seconded. The theme and other opportunities to volunteer will be discussed at the February meeting.

Vicki had a list of seasonal decoration volunteers for the Book Sale area. Members could sign up to help with the decorating duties. Most of the decorations are in the Friends' closet or at Vicki's house.

Diane passed out a flyer listing the scheduled meeting for 2016. After some discussion as for the need for more meeting, Tom made a motion to keep the meeting dates as they are with the ability to add a meeting if the need arises due to extensive agendas or large projects. Barb seconded the motion, and it passed.

Due to the increase in members attending and the length of items on the agenda, it was discussed if a secretary was needed to help Diane with note taking. Tom volunteered for this position, as well as

taking care of informing the public through social media (Facebook accounts) and print press releases of our projects. Vicki made a motion to have Tom serve as secretary in charge of Social Media and PR; Dolores seconded the motion, and it passed. Diane will investigate how Tom will be able to access the library's Facebook page

To better inform the members, a list of members with their phone numbers and email accounts was initiated to the members present. Diane will add names to this list and email everyone.

The High School Study Night will be held on Sunday, December 20 in the evening. Snack foods for the students can be donated and dropped off at the library the week before the event.

A luncheon to socialize with the members will be on Monday, January 18, 2016 with the restaurant to be announced/chosen at a later date. Anyone interested in this event is welcomed to come. Notify Vicki to have a number to make reservations. Last year a group went to the Emerald Tea Room.

ADJOURNED at 8:20pm. Next meeting is February 1, 2016 with annual dues of \$5 for most members (those that joined during the Big Book Sale or the October Friends' Week are excluded)

*ADDENDUM: (Diane neglected to add this information to the Old Business of the Agenda.) At the last meeting in August, funds for the Holiday Basket Giveaway were discussed and voted on for this project. \$350 will be used for 1 teen basket, 1 children's basket, and one man's and one woman's basket (four baskets in total). Funds were removed from the bank's account for this project with baskets to be given away each Friday of the weeks prior to the week of Christmas Eve.*

## **AGENDA February 1, 2016 Meeting**

### **Call to Order:**

### **Treasurer's Report:**

### **Old Business:**

- Report of Bake Sale & Calendar Sale (canvas bags)
- Set the date for Operation Paperback and volunteers
- Report on new shelving for the Book Sale area

### **New Business:**

- Dues
- Date for Big Book Sale in June
- Star Wars Day Cantina; date of April 16, 2016
- Summer Reading theme

### **Adjourn:**