

The Friends of the Library Executive Board will meet on Monday, October 16, 2017, at 7:00 p.m. in the Library Board Room. This will be an open meeting. Committee chairs and members are welcome.

## AGENDA

1. Call to order (Sowls)
2. Motion to approve minutes from the meeting held Monday, September 18, 2017 (Sowls)
3. Call for additions to agenda and announcements (Sowls)
4. Treasurer's report (Weidman)
5. Board liaison report (Brant)
6. Library director's report (Westby)
7. Program & Development Coordinator's and Administrative Assistant (Baroni/Claudio)
  - a. Website Update
  - b. National Friends of the Library Week/Passport to the Library
8. Committee Reports
  - a. Book Sale Committee (Rich)
  - b. Books for Babies Committee (Claudio/Baroni)
  - c. Give a Kid Book Committee (Sowls)
9. Book sale report (Rich)
10. Old business
  - a. Hogwarts After Dark
  - b. The Western Wisconsin Friend's Meeting
  - c. Bylaw Review
11. New business (Sowls)

cc: Pamela Westby, Library Director  
Grace Rich, Book Sale Committee Chair  
Nancy Sowls, Give a Kid a Book Committee Chair  
Brenda Brant, Nominating Committee  
Isa Small, Programming & Communications Services Manager

Enclosures/Attachments

### **The Mission of Friends of the Library**

*To encourage public use of and advocate for library resources and services; To assist in fundraising efforts that provide the public with an enhanced library collection and improved services; To support the Freedom to Read statement of the American Library Association; To provide volunteer services requested by the library for special events and projects.*

**Friends of the L.E. Phillips Memorial Public Library**  
Minutes of Regular Board Meeting  
**September 18, 2017**

**Board Members Present:** Maria Baroni, Development & Program Coordinator (nonvoting); Brenda Brant, Past President; Jamie Claudio, Administrative Assistant (nonvoting); Steve Green, Member at Large; Audrey Roecker, Vice President; Nancy Sowls, President (presiding); John Stoneberg, Member at Large; Donna Weidman, Treasurer

**Absent:** Grace Rich, Secretary;

**Guests:** Pamela Westby, Library Director (nonvoting);

- **Call to order** at 7:00 pm in the Board room of the L.E. Phillips Memorial Public Library (Sowls).
- **Motion to approve minutes** from the July 7, 2017 meeting.  
Motion to approve amended minutes (Stoneberg); Seconded (Roecker); Approved.
- **Call for additions to agenda** and announcements (Sowls). None.
- **Treasurer's report** (Weidman)
  - Discussion about Amazon Smiles and promoting through book mark for holiday season. Emphasize Amazon is making a donation, not you and the website is exactly the same.
  - Donna and Jamie are working on transferring financial reports to Quickbooks.

July 2017 – new fiscal year

Revenue:

Memberships: \$2,074; 10 percent to budget  
Book Sales: \$6,358; 28 percent to budget  
Online book sales: \$667; 10 percent to budget  
Miscellaneous: \$0  
Total revenue \$9,230; 13 percent to budget

Expenses:

Membership: \$28  
Newsletter: \$0  
Book Sale: \$81  
Online Book Sale (shipping): \$25  
Miscellaneous: \$92 – related to eBay sales fees  
Overall expenses: \$2,318; 3 percent to budget

Ending Balances: Checking balance—\$16,834; Online book sale checking—\$6,079 (\$1,200 transferred into checking)

Net worth—\$73,359

August 2017

Revenue:

Memberships: \$613; 13 percent to budget  
Book Sales: \$0; 28 percent to budget  
Online book sales: \$1,433; 30 percent to budget  
Miscellaneous: \$53  
Total revenue \$2,175; 16 percent to budget

Expenses:

Membership: \$38

Newsletter: \$282

Book Sale: \$176

Online Book Sale (shipping): \$68 – will be billed quarterly, using L&M Mail Service

Subscriptions: \$406 – Constant Contact (email provider) was \$360.

Overall expenses: \$6,115; 12 percent to budget

Ending Balances: Checking balance—\$11,895; Online book sale checking—\$7,512

Net worth—\$69,419

- **Board liaison report** (Brant)

- Meeting this Thursday September 21, 2017. No meeting in August.

- **Library director's report** (Westby)

- Mark Troendle has taken a new position in Stillwater. Pamela is using his former office.
  - Advertised for the position and have some good applicants.
- Thank you to the Friends for participating in Dabble Day.
- Thank you for coordinating liquor license for Howarts event and having a book sale there.
- Reference book weeding to make room for audio books and shifting of holds area to open area to build a first floor office for the Assistant Director. Hope is to increase safety and security and better oversee Circulation and Reference.
  - Would like book sale volunteers' input on options for selling/donating reference books.
- Matthew Desmond is featured in the current issue of the Rotarian and will be speaking at the Chippewa Valley Book Festival. Matthew's book Evicted the 2017 One Read book for Eau Claire. 2018's book will be Hillbilly Elegy by J.D. Vance.
- New services pamphlet for Circulation designed.
- Endowment committee scheduling meeting and will discuss the Friendly Challenge for the electronic sign.

- **Program & Development Coordinator's/Administrative Assistant's reports** (Baroni/Claudio)

- Website Update
  - Maria previewed new site. Not live yet but finalizing design with library staff.
  - New spot for Events including book sales, key volunteer dates for programs, etc.
  - Online membership form.
  - Program section to highlight programs and direct donation pages.
    - Will put the information from the Books for Babies kit online (how to read to children, list of books and other resources, etc.), links to youth services, etc.
    - Programs also have links to volunteer for programs.
    - Book discussion Groups have a link to book kits in the catalog.
    - Book Sales will have link to online bookstore and sign up for volunteering, lists of materials accepted and to the Facebook page.
    - Give-A-Kid-A-Book. Questions about hyphenation to be resolved.
    - Goal of website revamp is to increase donations by giving professional appearance
    - Home delivery - focuses on volunteering for the program vs library which focuses on how to receive the service
    - Will add links to go back to the library main page and test navigation and search engine results. Ex. "Friends Eau Claire Book Sale Volunteer"
    - In future will look at expanding social media links and opportunities.
    - General volunteer tab to feature our own volunteers' photos.
    - In Honor of - including a donation page. Program needs to be revamped.
    - Book Sale section still needs some revamping.

- About Section to include newsletters, Executive Board information, bylaws, calendar, reports, agendas, minutes, etc.
  - Will go live in next 1-2 weeks. Maria to send a link for review.
- Quickbooks report
  - All banking accounts are up to date in Quickbooks through 8/31/2017. Need to reconcile with Donna's reporting. Payroll: Donna is calculating manually currently. Jamie will need to write the checks and then catch up the general ledger accounts. Will need to set up an Excel doc to be able to print them. If we had the desktop version too it would be easier but that's more expense. Can work around that and other minor issues until Jan 1/1/2018.
- Update of April 2018 Fundraiser:
  - Limited resources available and would like to focus them on reinforcing the existing programs. Postponing to 2019 and focus on making our org sound and work on a strategic plan for the Friends to provide direction for staff. Look to library for model.
- Hogwarts after Dark:
  - Flourish & Blots bookstore location to be determined. Cosponsoring with the library. Liquor license was approved.
- Western Wisconsin Library Friends Group:
  - (5 libraries) will be meeting October 2, 2017 at 6:30 pm in Chippewa Room.
- Committee Reports: Add to agendas going forward and request reports from the committee chairs.
- Update on credit card vendor
- **Book sale report** (Sowls)
  - 16% increase over previous sale. \$867 revenue from mini sale in September. Online sales going well. Ex-library art book sold for \$140 last week, largest online sale to date. Shipping 10-12 books a week. Starting a process for problem resolution so online store is more self-sufficient. New intern starting this Fall. Several boxes of UW-EC McIntyre library donations to be appraised. Received 715 box trays donated from Great Northern about 80% have a small defect but still usable. Grace is working on resolution. Donating existing boxes if they are good shape and recycling rest.
- **Old business** (Sowls)
  - Books for Babies
  - Reusable book bags w/Friends logo
    - Jamie did research on pricing. Discount Mugs \$1.29 for 200 and Janway \$2.50 each for 250. Same specs as current bags, don't have a Discount Mugs sample to see example of the printed the logo. Jamie will try to add the Friends website to the logo on the bag. Library sells for \$2.00 each. Stoneberg made a motion to approve purchasing bags from Janway at 2.25 each for 250 bags - seconded by Green.
  - Bylaw Review: Nancy, Maria and Grace will meet and share findings with larger group.
- **New business** (Sowls)
  - National Friends of the Library Week/Membership Drive:
  - Coincides with Chippewa Valley Book Festival. Have sponsored Riddle Me Readers with Youth Services. Have 30 year anniversary mugs. Could redo the Passport to the Library program in some capacity. Self Guided tour and turn passports into the Reference Desk and answer a simple question or vote for a favorite item sponsored by the Friends.

The next regular board meeting is scheduled for October 16, 2017, at 7:00pm, in the Board Room of the L.E. Phillips Memorial Public Library. There is no August meeting.

Meeting adjourned XXXXpm.

Respectfully submitted,

Brenda Brant, Past President