

The Friends of the Library Executive Board will meet on Monday, July 17, 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, June 19, 2017 (Sowls)
3. Call for additions to agenda and announcements (Sowls)
4. Treasurer's report (Weidman)
 - a. Review and approval of the 2017-18 Budget
5. Board liaison report (Brant)
6. Library director's report (Westby)
7. Program & Development Coordinator's and Administrative Assistant (Baroni/Claudio)
 - a. Binder for new Board members update
 - b. Quickbooks report
 - c. Adopt-A-Shelf update
 - d. Report on April 2018 Fundraiser
8. Book sale report (Rich)
9. Old business
 - a. Books for Babies
10. New business (Sowls)
 - a. Review of By Law Changes/Committee changes
 - b. August social gathering
 - c. Reusable book bags w/Friends logo

cc: Pamela Westby, Library Director
Grace Rich, Book Sale Committee Chair
Nancy Sowls, Give a Kid a Book Committee Chair
Brenda Brant, Nominating Committee
Mark Troendle, Assistant Library Director
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
June 19, 2017

Board Members Present: Brenda Brant, President (presiding); Maria Baroni, Development & Program Coordinator (nonvoting); Jamie Claudio, Administrative Assistant (nonvoting); Steve Green, Member at Large; Lynda Higgins, Member at Large; Grace Rich, Secretary; Nancy Sowls, Vice President; Linda Stelter, Past President; Donna Weidman, Treasurer

Absent: NA

Guests: Pamela Westby, Library Director (nonvoting); Audrey Roecker, incoming Vice President; John Stoneberg, incoming Member at Large

1. **Call to order** at 7:01 pm in the Board room of the L.E. Phillips Memorial Public Library (Brant).
2. **Motion to approve minutes** from the May 15, 2017, meeting. Motion to approve minutes (Stelter); Seconded (Higgins); Approved.
3. **Call for additions to agenda** and announcements (Brant). Weidman requested additional agenda item “approve 2017–18 budget.”
4. Penny France submitted a resignation as chair for Books for Babies effective June 30, 2017. Nancy Sowls, Jamie Claudio, and Linda Stelter offered to help until a new chair is appointed. Jamie will advertise the position on Facebook. Penny is also resigning her position on the library board
5. **Treasurer’s report** (Weidman)

May 2017

Revenue:

Memberships: \$114; 82 percent to budget; June numbers are already significantly higher

Book Sales: \$5,510; 123 percent to budget

Online book sales: \$500; 186 percent to budget

Miscellaneous: \$1,082; \$1,000 refund from library for double-paying staff affairs allocation; \$82

Amazon Smile

Total revenue \$7,235; 110 percent to budget

Expenses:

Membership: \$21

Newsletter: \$328

Book Sale: \$408

Online Book Sale (shipping): \$35

Amazon Prime monthly membership: \$11

Overall expenses: \$2,068; 101 percent to budget

Ending Balances: Checking balance—\$9,916; Online book sale checking—\$5,053

Net worth—\$65,433

6. **Board liaison report** (Brant)

- Library considering going fine-free; fines are currently 1.2 percent of annual income (about \$80,000); seeing decrease in fines collected. Better goodwill and potentially higher reading rates expected with no fines. Proposal is that notices will still be given, and at 21 days’ late, patrons will be cut off from library services and account will go to collection until item(s) are returned. Other libraries in Indianhead system (Rice Lake) and other libraries nationwide are going fine-free. Lucky Day collection will still accrue fines.
- Discussion about building plans.
- Penny France recognized for service to library.

7. **Library director's report** (Westby)

- Summarized progress report of six-goal strategic plan:
 - Goal #1—User Experience: Color copier almost ready to implement; survey about library hours and other features sent out.
 - Goal #2—Library Spaces: Want to create meeting space on second floor where magazines are.
 - Goal #3—Creativity: Looking at partnerships with CVTC with technology.
 - Goal #4—Community-Based Partnerships: Close to launching Books on Buses; have over 1,000 books at transit station & racks near completion.
 - Goal #5—Marketing: Some plans on hold until Isa returns from family leave.
 - Goal #6—Transparency: Communication and evaluations on track.

8. **Administrative coordinator's report** (Baroni/Claudio)

- Baroni complimented Claudio's transition to new position.
- Baroni/Claudio: Reviewed rest-of-the-year vacation schedules; will send reminder email messages immediately prior to absences; will back up each other; request made to update hours on signature block during vacation times.
- Board approved changing written monthly administrative board meeting reports to an oral highlight of exceptional items
- Dinner Fundraiser at Monk's on Tuesday, June 20, 4pm–9pm; needed 20 people, 19 have responded; believe that enough people will participate
- Chippewa Valley Friends group meeting; rescheduled to Monday, September 18, at regular Board meeting; Board meeting would start an hour earlier to allow for tours and discussions with visiting Friends groups
- QuickBooks Options
 - Buy cloud version—backed up daily; allows five users; changes saved in real time OR buy desktop version—three users; would need to play SneakerNet with disks and changes
 - \$35 monthly fee for cloud version; initial fee of \$24 per month for six months compared to \$400–\$500 annual version update for desktop version; monthly cloud fee less expensive overall
 - Buy QuickBooks checks options and print checks as needed or continue to hand write checks? Send about ten checks per month; Sowls suggested we ask about symphony's experience with QuickBooks; Claudio will make arrangements to visit symphony; Sowls and Weidman will accompany Claudio.
 - Stelter moved to approve purchase of online version of QuickBooks as presented; Green seconded. Motion carried.

9. **Book sale report** (Rich)

- No interns for the summer.
- Cancelled June mini-sale; storage and donations balanced so no overwhelming extras in any genre; announcements signs in library and on Facebook effective; limited negative feedback.
- Donations steady; no unusually large ones lately; questions have arisen about library weeding policy.
- Online sales going well; average of about \$100 per week; planning online meeting for Wednesday, July 19—morning and afternoon meetings.
- New director parking space in underground parking can be used during book sales.

10. **Old business** (Brant)

- 2017 Special Requests to Friends
 - Library withdrew request for marketing plan (\$10,000)
 - Brant spoke to positive reasons for funding exterior LED sign (\$25,000) or funding part of it or finding additional funding to supplement Friends allocation
 - Stelter moved the Friends pledge \$12,500 for the exterior LED sign project with the understanding that the endowment committee will match the other \$12,500; Brant seconded.
 - Discussion centered on the following issues:
 - One-time payout from Friends; friendly challenge to endowment committee to fund additional \$12,500
 - No date known for endowment committee decision
 - Suggestion made to view a presentation about type and placement of sign
 - Would like to install sign before winter; within six months
 - Could reduce library allocation or special requests during 2017–18, if necessary to keep Friends bottom
 - Would release funds after signage is approved by City Council and Planning Commission
 - After discussion motion carried unanimously.

11. Postponed budget discussion to July meeting.

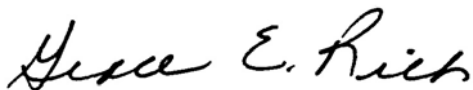
12. **New business** (Brant)

- Creative role job title
 - Suggested Development & Program Director or Development & Program Coordinator as title for creative position
 - Brant moved that title for creative job position be Development & Program Coordinator. Sowls seconded. Motion carried.
- Recognition of outgoing Board members. Higgins and Stelter were recognized for their service.

The next regular board meeting is scheduled for July 17, 2017, at 7:00pm, in the Board Room of the L.E. Phillips Memorial Public Library.

Meeting adjourned 8:54pm.

Respectfully submitted,



Grace E. Rich, Secretary