

The Friends of the Library Executive Board will meet on Monday, September 18, 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, July 17, 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. Quickbooks report
 - c. Update of April 2018 Fundraiser
 - d. Hogwarts after Dark
 - e. Update on credit card vendor
 - f. Western Wisconsin Library Friends Meeting
8. Book sale report (Sowls)
9. Old business
 - a. Books for Babies
 - b. Reusable book bags w/Friends logo
 - c. Bylaw Review
10. New business (Sowls)
 - a. National Friends of the Library Week/Membership Drive

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
July 17, 2017

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

Absent: NA

Guests: Pamela Westby, Library Director (nonvoting);

1. **Call to order** at 7:16 pm in the Board room of the L.E. Phillips Memorial Public Library (Sowls).
2. **Motion to approve minutes** from the June 19, 2017, meeting. Westby requested minutes be updated in two ways:
 1. Pg 1, Item #4 reflect that Penny did not resign from the library board; her term of office expired.
 2. Pg 2: Update Goal #6 to read “Transparent and Sustainable Budget” rather than just “Transparency.”Motion to approve amended minutes (Brant); Seconded (Weidman); Approved.
3. **Call for additions to agenda** and announcements (Sowls). None.
4. **Treasurer’s report** (Weidman)

Ended fiscal year as of June 30, 2017.

June 2017

Revenue:

Memberships: \$3,580; 100 percent to budget
Book Sales: \$87; 124 percent to budget
Online book sales: \$359; 198 percent to budget
Miscellaneous: \$450 from Monks’ fundraiser
Total revenue \$4,729; 117 percent to budget

Expenses:

Membership: \$342
Newsletter: \$133
Book Sale: \$114
Online Book Sale (shipping): \$489
Overall expenses: \$3,679; 107 percent to budget

Ending Balances: Checking balance—\$10,262; Online book sale checking—\$5,412

Net worth—\$66,447

2017–18 Budget:

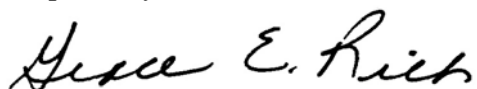
- Removed “Special Projects” because it wasn’t being used; added a “Fundraising” category of \$10,000 revenue and \$5,000 expenses
- Removed “Author Book Sales” category because of limited use
- Introduced a pass-through account called “Monies Received for Library” to better track money that comes in for the library and goes directly back out rather than making those monies revenue and expense
- Board suggested setting budgeted amount for Books for Babies to \$6,000, the same as 2016–17
- Budgeted Revenue/Expenses: \$73,507
- Stoneberg moved to accept the 2017–18 budget as amended. Roecker seconded. Motion carried.

5. **Board liaison report** (Brant)
 - Building feasibility study and compensation study being discussed at next library board meeting.
6. **Library director's report** (Westby)
 - Working to translate library card application and other documents in Spanish and Hmong
 - Two metal shelving units will be put up for auction
 - Will be weeding more nonfiction
 - Building Feasibility study report on July 20 to library board
 - Books on Buses program is almost complete; launch date by July 31
 - Volume One article highlighted adult reading program, endowment fund, and the Dabble Box
 - Dabble Box Day is August 15; partnering with CVTC's Mobile Manufacturing Lab
 - Library hosting *Hogwarts After Dark* program on October 7
7. **Program & Development Coordinator's/Administrative Assistant's reports** (Baroni/Claudio)
 - (Baroni) Binder for new Board members update; members requested electronic version
 - (Baroni) Report on April 2018 Fundraiser; explained idea of themed casino event with library—Great Gamesby event on Saturday, April 21, 2018; based on *The Great Gatsby* book; anticipated expenses: \$4,250; anticipated revenue: \$10,000. Requires \$500 deposit. Stoneberg moved we support this program pending approval of library staff. Brant seconded.
 - (Claudio) QuickBooks report: software purchased; linked to RCU account; will get generic Amazon checks to electronically print checks
 - (Claudio) Adopt-A-Shelf update: Dianne Lueder resigned position as Volunteer Coordinator; will still help with certain book sale activities
8. **Book sale report** (Rich)
 - College student from Iowa State working three weeks; 6 hours per day, Mon–Fri.
 - We're in good shape for next week's book sale. Lots of books to sort but nothing overwhelming.
 - Online meeting is Wednesday, July 19. Most RSVPs are from current book sale volunteers!
 - Great Northern Corporation going to donate 650 box trays. Probably receive them sometime in September; will have a box-putting-together party.
 - Understand Rex is retiring November 1. Want to verify continuity of service.
9. **Old business** (Sowls). Information about Books for Babies discussed during budget review.
10. **New business** (Sowls)
 - Review of By-Laws Changes/Committee Changes; met before board meeting; next review during October meeting
 - August Social Gathering; no meeting; potluck at Carson Park for Board members, August 21, 5pm; Sowls will scope out picnic spot
 - Reusable book bags w/ Friends logo; library purchased 300 bags from FOTL in 2014; can find bags for \$1.25 each; library sells them; Jamie will get sample bag

The next regular board meeting is scheduled for September 18, 2017, at 7:00pm, in the Board Room of the L.E. Phillips Memorial Public Library. There is no August meeting.

Meeting adjourned 8:33pm.

Respectfully submitted,



Grace E. Rich, Secretary