

The Friends of the Library Executive Board will meet on Monday, June 18, 2018, 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, May 21, 2018 (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 and Administrative Assistant (Baroni/Claudio)
 - a. Corporate Membership Update
 - b. General Updates
8. Committee Reports
 - a. Book Sale (Rich)
 - b. Books for Babies (Baroni)
 - c. Give a Kid Book (Sowls)
 - d. Nominating Committee (Sowls)
9. Old business
 - a. Performance Reviews (Sowls)
 - b. Board Job Descriptions (Sowls)
 - c. Library Board and Friends Board Social (Baroni)
 - d. Security Audit (Sowls)
 - e. Update on computers for Book Sale (Rich)
10. New business (Sowls)
 - a. Organizational Chart/2018 Committees
 - b. Recognition of outgoing Board Members (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
May 21, 2018

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

Absent: Brenda Brant, Past President; Steve Green, Member at Large; Pamela Westby, Ex-Officio (nonvoting); Isa Small (nonvoting)

Guests: Amanda Favret; Kim Hennings, Assistant Library Director; Sarah Kocken

1. **Call to order** at 7:02pm in the Board room of the L.E. Phillips Memorial Public Library (Sowls). Sowls adjusted the order of the meeting to allow Kim Hennings to address the issues earlier and leave if necessary.
2. **Motion to approve minutes** from the March 19, 2018, meeting. Stoneberg asked for an update about the LED sign from Hennings. Minutes revised to correct the spelling of Kocken's name to "Sarah." (Stoneberg); Seconded (Weidman); Approved.
3. **Call for additions** to agenda and announcements (Sowls). Baroni asked to add Lincoln Display.

City Security Audit Report (Hennings)

- a. Volunteers must sign in and out at the reference desk.
- b. Volunteers work only during regular business hours.
- c. Volunteers must wear name badges.
- d. Fob holders with access to the building should not hold doors open.
- e. Book sale prep and actual sale time will be looked at as a special circumstance. Rich will work with Hennings to identify those parameters.

Lincoln Display (Sowls)

- a. Lew Mallow, the donor and current curator of the Lincoln exhibit in the Eau Claire room, is 93 years old and has requested the Friends and the library curate it. Mr. Mallow was one of the nation's foremost Lincoln historians in the nation; he bought the cases and has given us permission to put in new displays. Sowls has volunteered to lead the effort to change the displays and will work with the library programming area to keep it current and relevant.

4. **Treasurer's report** (Weidman)

April 2018

Revenue:

Memberships: \$308; 93 percent to budget
Book Sales: \$6,183; 120 percent to budget
Online Book Sales: \$2,130; 148 percent to budget
Give-A-Kid-A-Book: \$0; 154 percent to budget
In Honor Of: \$680; 145 percent to budget
Miscellaneous: \$0
Monies Received for Library: \$2,173*
Total revenue: \$11,504; 106 percent to budget

Expenses:

Membership: \$19 (credit card fees)
Programs: \$711 (\$500 for speaker for cancelled board meeting; results in prepay for this fall)
Newsletter: \$0
Give-A-Kid-A-Book—Books: \$349
Give-A-Kid-A-Book—Expenses: \$0
Books for Babies: \$0

In Honor Of: Library—\$1,030 (paid both March and April)

Book Sale: \$133

Online Book Sale: \$0

Administrative: \$421; \$330 for a new laser printer

Subscriptions: \$122 (Amazon Prime, QuickBooks)

Monies Remitted to Library: \$2,173*

Total expenses: \$6,869; 93 percent to budget

Ending Balances: Checking balance—\$9,376; Online book sale checking—\$8,738

Net worth—\$69,154

*Donation to Library; Friends receive the funds and disburse them back to the library

Library allocation paid in April before the annual meeting; library has not asked for \$12,000 allocation for LED sign; will pay it when they do

Weidman will present 2018-19 budget in June; finance committee recommended some revision to categories and names to better track revenue and expenses

5. **Board liaison report** (Brant); No report

6. **Library director's report** (Hennings)

- Brant and Westby are discussing possibility of Friends and library boards having joint meeting; library board has been invited to August social meeting.
- Library space is being reorganized and reallocated over the next year; first step was to rearrange space in Technical Services and provide space for Friends' administrative area, storage, and shelving. Library is getting quotes for price of installing temporary, moveable wall in that area to create office space and separate from processing area. Friends' current administrative space will be used by Programming and Communications Services (PCS) staff.

Long-range goal is to locate additional reference staff upstairs to increase safety and security as more incidents occur on second floor. May make small conference rooms out of office area that has been used by PCS staff, depending on renovation and area usage of third floor. Expanding Dabble Box area is a possibility. Library needs more conference and study areas for patrons.

In the middle of capital improvement project with city to add third floor to library building. Have submitted funding requests to city. City looking at providing \$8 to \$10 million toward project; library pushing for \$12 million. Will be a \$17+ million-dollar project; looking to kick off a fundraising feasibility study to test threshold of what the community can support.

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

a. Annual Meeting (Baroni)

- a. Requested feedback from annual meeting; agenda changed dramatically when meeting rescheduled due to weather conditions. Proposed continuing evening-meeting format for future annual meetings and use program time to present update reports rather than plan and pay for a speaker. Board expressed support for evening meetings and update reports.
- b. Asked for ideas to increase attendance at annual meeting. Stoneberg suggested a brainstorming meeting to discuss ideas.

b. Corporate Membership Update (Baroni)

- a. Still working on; will have more information at June meeting

c. Other (Baroni)

- a. Baroni's family leave starts at birth of daughter, presumably in August; will work 10 hours per week during family leave; will return first week of November. Claudio will fill in some of the extra hours and will be point person. Will work with Small on newsletter and other programs that happen this summer.

- d. General Updates (Claudio)
 - a. Friends purchased an xBox and Wii for Youth Services some years ago; Youth Services now has a grant to replace those items with more current equipment and has donated them back to the Friends. Friends will post the items on eBay.
 - b. Bought new laser printer when old one broke as it would cost \$120 to repair old printer. New printer has higher printing capacity; will start printing some book sale materials in-house instead of sending them out.
 - c. Friends are co-sponsoring Dabble Day on June 2 with Youth Services for second time; mix of high and low technology. Will make friendship bracelets again. Need volunteers for 10am–12pm and 12pm–2pm shifts, three to four people per shift. Anticipate more people this year than last year because event is on a Saturday. Sowls volunteered for a shift.
 - d. Claudio’s goal for summer is to start writing administrative procedures as a back-up process.
 - e. Will investigate and implement procedure to ensure accuracy of reporting membership monies between manual record and QuickBooks.
 - f. Will need books for Books for Babies within the next two months; may run out mid-August to mid-September; birth rates are up and Friends has resumed delivery to both hospitals of 90 books per month.

8. Committee Reports

- a. **Book sale report** (Rich)
 - o Have been receiving several quantities of large donations in the last month. Most good; some in really horrible condition.
 - o Three of the four interns will finish by the end of May; one intern miscounted her hours so she'll be working Wednesdays and Thursdays through June and July.
 - o Intern Paige Market's project was to move the eBay sales program along. She posted eight sets of books on Thursday. Between Thursday and Sunday five sets sold and brought in over \$150.
 - o Setting up an Inventory Team. They'll:
 - (1) Create a plan to conduct an ongoing physical inventory of our online books; (2) implement our retention schedule for online books; and (3) verify that current online pricing meets our standards with both Alibris and AbeBooks.
 - Nancy Sowls and Paige Market, both of whom have inventory control experience, will head the inventory team. They will be recruiting other volunteers.
 - o The next on-site sale is Friday/Saturday, August 10/11.
 - o Have agreed to conduct a mini-sale for the summer reading program party on August 16.
- b. **Books for Babies report** (Baroni)
 - o Will send out 400 to 500 appeal/fundraising letters first week of June using new printer and will work in conjunction with PCS to use folding machine. Appeal letter goes into window envelope so address on letter shows through; saves time from printing labels. Letter shows statistics about Books for Babies program, including Friends' operating costs. Letter is also a good way to inform members about Books for Babies program and gives Friends an opportunity to highlight corporate sponsorship program.
- c. **Give a Kid a Book report** (Sowls)
 - o Claudio bought more Hmong books; will give us head start for November orders.
- d. **Nominating Committee** (Sowls)
 - o Sowls reiterated that names of nominees for 2019–20 Board positions must be presented to Board. Interested nominees should not be promised positions before the Board vote.
 - o Baroni is sending letter to regular membership explaining Board positions; letter will encourage Friends members to consider Board positions for 2019–20 fiscal year.

- Members interested in possible Board positions are invited to attend any Board meetings. After election, new Board members are encouraged to attend some of the meetings before taking office.

9. **Old business** (Sowls)

a. Update on computers for book sale program (Rich)

- Purchased one HP all-in-one desktop computer and two HP laptops; three back-up drives and one Uninterrupted Power Source (UPS).
- Technician has spent over 50 hours setting up the three computers: involves registering computers, creating correct log-ins, deleting over 25 cramware apps and programs, installing back-up software, and transferring programs, including HomeBase program with the online inventory.
- Plan is to complete set up this week and install over the weekend.
- Rich will do one-to-one training with each volunteer who uses the computers.
- Need to decide what to do with current laptops; they belong to the Friends, not the library. Will keep one as a temporary back-up.
Board recommended selling the other two at the August sale; our technician will wipe down the laptops and prepare them for sale.

b. Chamber of Commerce (Baroni)

- Friends of the Library is now an official member of the Chamber. Baroni, Brant, Claudio, Kocken, Roecker, Sowls, and Stoneberg attended May's Business After Hours (BAH) event; Sowls won a door prize.
- Sowls recommended each Board member attend one BAH event as a way to foster relationships with the Chamber businesses. Baroni will let Board members know the dates of each BAH event.
- Will advertise book sale in the Chamber newsletter.
- Baroni and Sowls plan to attend new-member orientation next Tuesday.

10. **New Business** (Sowls)

a. Chamber Bucks for outgoing Board members (Sowls)

- Outgoing Board members currently receive certificate of appreciation mounted on wooden plaque; plaque costs between \$10 and \$15 and cost is increasing; suggestion was made to print appreciation certificate in-house, forego the wooden plaque, and present outgoing Board members with Chamber Bucks, redeemable at hundreds of Chippewa Valley businesses.
- Discussion ensued about amount of Chamber Bucks; Stoneberg recommended \$25.
- Roecker moved that we give outgoing Board members a \$25 Chamber Buck certificate and an appreciation certificate printed in-house, not mounted on a wooden plaque. Soneberg seconded. Motion carried.

b. City Security Audit Report (Hennings); Moved to earlier in the meeting.

c. Board Descriptions (Sowls); Need to include book sale manager as new position on board; include job description.

d. Performance Reviews (Sowls)

- Each Board member was sent two blank performance review forms via email—one for Jamie and one for Maria. Claudio will resend forms to Board members to verify they are working with most current version.
- Review forms came from previous review formats from former administrative assistant; created/revised by taking items off job descriptions and creating new form for new position of program and development coordinator.

- Sowls asked each board member to complete for Jamie and Maria by June 11. Board members do not need to identify themselves on the reviews. Should recommend raise percentages; historically raises have been 2 to 5 percent.
- President and Treasurer currently sign off on reviews; question asked about purpose of treasurer signature. Treasurer used to be the primary contact with the paid staff. Systems have changed and that is no longer the case. Will change sign-off to President and Vice-president.
- Sowls and Roecker will discuss reviews and recommended raises. Board will vote on raises at June meeting.
- Sowls and Baroni will conduct review with Claudio; Sowls and Roecker will conduct review with Baroni.
- Conducting annual review for paid staff was made part of President's job description in recent revision of job descriptions.

11. Additions (Sowls)

a. Library Board and Friends Board Social

- Will be at Carson Park in place of August meeting
- Will ask Westby to invite and encourage library board members to attend July Friends' board meeting as an educational opportunity to meet members and learn more about Friends' programs. Baroni and Rich will give presentations at July meeting. Will keep August get-together at Carson Park as a social event.

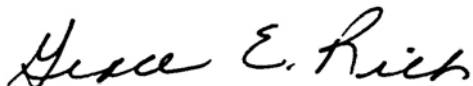
a. Membership on Library Board and Friends Board

- Sowls noted that it's unusual for Board members to hold positions on both the representative organization and the nonprofit, as we have had in the past, currently have, and will have for 2018–19. Both memberships are now large enough that we can find members unique to each organization, thereby involving more people in each organization.
- There was general agreement that beginning with the 2019–20 fiscal year, members should not hold positions on both Boards; i.e., Friends board members should not be on the Library board; Library board members should not serve on the Friends board.
- There was also agreement that the Friends Library Board liaison should be a Friends member who attends the library board meetings but not as member of the library board. The library board liaison could be an officer on the Friends board but not on the library board.
- Discussion will continue before nominations are due for the 2019–20 Board.
- Stoneberg noted that we would need a by-law revision to implement these principles for the 2019–20 Board nominations.

The next regular meeting is scheduled for Monday, June 18, 2018, at 7:00pm in the Board room of the L.E. Phillips Memorial Public Library.

Meeting adjourned at 8:26 pm.

Respectfully submitted,



Grace E. Rich, Secretary

**Friends of the
L. E. Phillips Memorial Public Library
Treasurer's Report May 2018**

	May	Annual		Budget	% of
	<u>Actual</u>	<u>Budget</u>	<u>YTD</u>	<u>Remaining</u>	<u>Bdgt</u>
Revenue					
1 Memberships	\$2,366	\$20,000	\$21,052	\$1,052	105%
2 Booksales	46	22,650	27,218	4,568	120%
3 Online Booksales	987	7,000	11,313	4,313	162%
4 Grants	0	5,000	0	(5,000)	n/a
5 Give-a-Kid-a-Book	0	4,000	6,145	2,145	154%
6 Fund Raising	0	1,000	0	(1,000)	0%
7 In Honor Of	0	1,700	2,471	771	145%
9 Interest	30	300	327	27	109%
10 Miscellaneous*	335	1,000	2,196	1,196	220%
11 Monies Received for Library	0	7,000	7,173	173	102%
12 Transfer to Fund Balance	<u>0</u>	<u>6,857</u>	<u>7,000</u>	<u>143</u>	<u>n/a</u>
Total Revenue	<u>\$3,764</u>	<u>\$69,507</u>	<u>\$77,722</u>	<u>\$8,215</u>	<u>112%</u>
Expenses					
10 Library Allocations	0	20,000	17,300	2,700	87%
12 Salaries	1,958	22,700	20,452	2,248	90%
13 Payroll Taxes	150	1,700	1,549	151	91%
14 Memberships	18	2,000	1,183	817	59%
15 Programs	41	500	1,028	(528)	206%
16 Telephone	0	85	35	50	41%
17 Newsletter	352	1,600	1,597	3	100%
18 Give-a-Kid-a-Book: Books	0	4,000	3,864	136	97%
19 Give-a-Kid-a-Book: Expenses	0	400	273	127	68%
20 Books for Babies	0	6,000	9,705	(3,705)	162%
21 Fund Raising	0	500	0	500	0%
22 In Honor Of: Library	0	1,700	2,471	(771)	145%
23 In Honor Of: Expenses	0	150	0	150	0%
24 Booksales: Expense	225	1,450	1,370	80	94%
25 Online Booksales: Expense	46	2,922	1,595	1,327	55%
27 Insurance	0	300	263	37	88%
28 Staff Appreciation	0	1,000	1,000	0	100%
29 Volunteer Appreciation	0	300	0	300	0%
30 Administrative	0	1,000	1,767	(767)	177%
31 Subscriptions/Org. Memberships	132	900	1,558	(658)	173%
32 Miscellaneous*	3,084	300	3,631	(3,331)	1210%
33 Monies Remitted to Library	0	7,000	7,173	(173)	
34 Transfer to Fund Balance	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>na</u>
Total Expense	<u>\$6,005</u>	<u>\$69,507</u>	<u>\$70,641</u>	<u>-\$1,134</u>	<u>102%</u>

* Miscellaneous Revenue: AmazonSmiles - \$84.65; Donation - \$250

* Miscellaneous Expenses: After Hours - \$35.00; Laptop Computers - \$3,048.78

Checking Account Recap May 2018

Balance April 30, 2018	\$9,375.76
Deposits	3,763.65
State With Liability	45.85
Fed Tax Liability	
Online Booksales	(986.77)
Charter Bank Investment Int	(30.23)
Withdrawals	<u>(6,004.65)</u>
Balance May 31, 2018	<u>\$6,163.61</u>

Balance per Bank Statement 05/31/2018 \$6,163.61

Total Outstanding Checks \$0.00

Balance per books 05/31/2018 \$6,163.61

Statement Financial Position

May 31, 2018

Cash: Booksale Change	300.00	
Cash: Checking (RCU)	6,163.61	
Cash: Online Booksale Checking	9,247.26	(\$8,200 transferred into checking)
Savings: RCU	5.01	
Money Market: Charter Bank	50,888.15	
Federal Tax Liability	0.00	
State With Liab	(168.84)	
	<u>\$66,435.19</u>	