

Meeting Minutes – May 18, 2015

Friends of the L. E. Phillips Memorial Public Library

CONVENED: Monday, May 18, 2015, at 7:00 PM, at the Public Library, by President Glenda Winders

PRESENT:

Board Members:

Glenda Winders, President

Tim Haukeness, Past President

Linda Stelter, Vice President

Donna Weidman, Treasurer

Brenda Brant, Secretary

Penny France, Trustee Representative

Grace Rich, Member at Large

Karen Overhulser, Member at Large

Angie Sommers, Administrative Coordinator

John Stoneberg, Library Director & Ex Officio Member

Others Present, if any:

Angie Sommers, Coordinator

Lynda Higgins, incoming at-large Member

Victoria Mayer, incoming Secretary

Community members

Call to order (Stelter)

Intros

Motion to approve Minutes from the meeting held March 16, 2015 (Stelter)

· Motion made by Grace ; Tim Seconded; all approved

Call for additions to agenda and announcements (Stelter)

- None

Treasurer's report (Weidman)

March:

- \$6164 memberships – more revenue from pet calendar
- Expenses – paid the library allocation \$20,000
- 7890 more for the Powers reading area
- March checking ending balance: \$4,187.87 Financial position: \$61,787.04

April:

- 92% received for membership
- \$6698.31 book sales last sale
- EC Comm Foundation Grant \$1835
- Received \$10,000 grant for Books for Babies for 2 year allocation
- April checking ending balance: \$10,940.63 Financial position: \$68,266.97

Library Director's report (Stoneberg):

- Finishing 5 year Strategic Plan; more to come
- Library board members:
  - o 3 board members at 6 year limit at end of June; received another resignation.
  - o End of next June two more members will be at term limit.
  - o Reducing board size from 10 to 9 beginning July 1<sup>st</sup> because of funding differences with the county.
- No word on US Bank property and redoing Eau Claire St.

Board Liaison Report (France): Nothing to report.

Coordinator's report and committee updates/questions (Sommers):

- Jerry Apps was not able to attend and annual meeting in April canceled at last minute.
- o Posting announcements for volunteers and notice being sent that volunteers can have a plate put in a book.
- o T-shirts for volunteers.
- Second drop of Books for Babies. 100 to Mayo and 200 to Sacred Heart
- o Sacred Heart requested some Spanish language award.
- \$5,000 grant for Women's Giving Circle awarded. Glenda spoke at awards event.
- o Angie presented the Women's Giving Circle presentation to give new members an idea about what we do.
- Angie presented to the WI Association of Public Libraries about our organization.
- o Rice Lake library has a night under the stars event – made \$11,000 last year.
- o Probably not an idea for right now but for future after street is redone.
- 85-90% membership renewal rate – 600 paying members

Book Sale Manager's Report (Rich):

- Have a lot of donations right now.
- o 26 boxes on Friday.
- o 2,000 books someone donated that they bought at auction for \$10.
- o A Chippewa Falls man donated a storage container with 180 boxes of books.
- o 101 boxes will be sold to will be sold to Dash Dot (\$3-5 a box)
- \$6,620 from sale dates.
- Better organization is paying off.
- Will try to have a Tot Spot for child care next sale.

- Donated some books for a Richland library starting up.
- Online Sales:
  - o Sold 4 items for ~\$80 versus ~\$10 at the sale.
  - o Need photography set up for selling on EBay? Cost will be ~\$300.
  - o Received postal scale from the library.
  - o Saving up books for online sales with cataloging in database.

Proposing 4 sales of 3 days length instead of 5 (Rich):

- Lots of time is spent in setting up – Feb May Aug Nov
- Biggest issue might be storing books between sales.
- Holiday mini-sale again in week before Christmas set up in Red Cedar Room.
- Online sales will be offsetting as well as the extra day.
- Try to keep same budget as currently.
- Donna moved, Karen Seconded; none opposed.
- Donna moved, Karen Seconded; none opposed.

Separate Accounts for online sales

- Helpful for reconciliation and review of sales.
- Recommended by banking industry as best practice.
- Separate from RCU accounts at Westconsin Credit Union.
  - o Credit unions might be a good choice for having smaller amounts.
  - o Carol will research options and if a separate institution would be necessary.
- There are ways to separate accounts so there's no risk for hacking.

- Might be easier for Treasurer to keep the credit card sales separate for the different sources.
- Tabled for research and discussion at a later date.
- Amazon smiles – library donations so any purchases on Amazon generate donations for the library.

#### Old Business:

- Book Sale Chair Parking Stipend (Sommers):
  - o \$25 for meters or a paid spot on the bridge
  - o Chose \$25 a month for parking meter retroactive back to January 1, 2015.
  - o Voting: all in favor

#### New Business:

- Purchase new office furniture (Weidman)
  - o Replace Angie's furniture. Don't have a locked drawer for funds. Might want a safe.
  - o We have an active organization and it's good to reinvest into the organization.
  - o Angie will do some research.
  - o Focus on what we need.
  - o Technology is provided by the library as part of their life cycle: printers, scanners, etc.
  - o Motion to approve Brenda, Donna seconded all approved.
  
- Administrative Coordinator evaluation (Weidman)
  - o Glenda, Donna and Angie met and did her evaluation.
  - o Good communication and organizational skills.
  - o Professional presence and we are fortunate to have Angie here.
  - o Lots of financial documents that need to be sorted through.

§ Scanning through the library.

· Election (Stelter):

o Carol Accola, Treasurer

o Victoria Mayer Secretary

o Lynda Higgins At large member

o Brenda Brant – VP/President Elect

o Motion to accept the slate by Tim, Grace seconded, all approved.

· Other new business (Stelter)

No motion to adjourn is needed.