

Meeting Minutes – October 19, 2015
Friends of the L.E. Phillips Memorial Public Library

CONVENED: Monday, October 19, 2015, at 7:00 p.m., at the Library, by President Linda Stelter

PRESENT:

Board Members:

Linda Stelter, President

Brenda Brant, Vice President

Victoria Mayer, Secretary

Grace Rich, Member-At-Large

Lynda Higgins, Member-At-Large

John Stoneberg, Library Director & Ex Officio Member

Others Present:

Monica Holtz, Administrative Coordinator

Steve Green, Intern

ABSENT:

Carol Accola, Treasurer

Glenda Winders, Past President

- I. Call to Order (Stelter)
- II. Motion to Approve September 21, 2015, Meeting Minutes
 - A. Motion made by Brant; seconded by Rich; all approved
- III. Call for Additions to Agenda and Announcements (Stelter)
 - A. Book kits update (Brant)
 - B. Introduction to Steve Green (Rich)
- IV. Treasurer's Report (Stelter)
 - A. Given by Stelter for Accola
 - B. Motion to Approve made by Brant; seconded by Higgins; all approved
- V. Library Director's Report (Stoneberg)
 - A. Update on search for new library director
 1. Three candidates interviewed; will continue search in January
 2. Potential March or April start date for new director
 - B. Holiday Hours: library will be closed on 12/24/15; 12/25/15; 1/1/15
 - C. 2016 library requests from the Friends
 1. Change from fiscal year to calendar year
 - a. Motion to investigate making change to calendar year made by Rich; seconded by Stelter; all approved

- VI. Board Liaison Report (Brant)
 - A. Board Liaison Report will be given before Library Director's Report

- VII. Coordinator's Report and Committee Updates/Questions (Holtz)
 - A. Work update and timesheets
 - 1. Shared sample time sheet for administrative coordinator's hours worked
 - B. Friends logo and paper for Library Links newsletter
 - 1. Change from pink paper to white paper
 - C. Recommendations for membership brochure
 - 1. Challenges with brochure regarding access to old template and timeframe
 - 2. Layout and picture quality issues
 - D. GAKAB update
 - 1. Met with Glenda Winders; set 10/29/15 as the date for the organizational meeting; sorting books scheduled for 12/3/15 & 12/15/15
 - 2. Nancy Sowls will take over as GAKAB Chair in 2016
 - E. Books for Babies
 - 1. Sacred Heart almost out of Spanish language books; will order additional books. Deliveries of English language Books for Babies made to Sacred Heart and Mayo hospitals in October.

- VIII. Book Sale Manager's Report (Rich)
 - A. Intern Army: Four interns this semester; each will work on different projects
 - B. Online bookstore
 - 1. "Grand Opening" scheduled for week of November 16th
 - 2. Approximately 2,000 books to post online; will list 10 -15 books initially; then maybe 25-50 weekly
 - 3. Will need volunteers to help; might use Survey Monkey to identify volunteer interest for specific tasks
 - C. Putting together a process instructions manual
 - D. Sold 511 Reader's Digest Condensed Books
 - E. Better World Books to make quarterly payment of \$120.00
 - F. Bookmarks – inclusion of additional information regarding dates, holiday mini-sale, etc.
 - G. Evaluate Amazon Smile for donations
 - H. Four book sales will be held in 2016; possibility of on-site book store

- IX. Old Business
 - A. Riddle Me Readers (Holtz)
 - 1. Was a success but will re-evaluate for 2016
 - B. Book Kits: *Just Mercy* (Brant)
 - 1. Motion for \$300-\$400 donation to finance book kits. Motion made by Brant, seconded by Stelter. Motion carried

- X. New Business (Stelter)
 - A. Frequency of tax audits of the Friends; compliance with tax rules for non-profit organizations (fee structure, collection of taxes, etc.)
 - B. Membership and donation data system update/data merge
 - 1. Brant to evaluate technical aspect of using new database system and sharing data with the library's system
- XI. Library Tour rescheduled for 6:00 p.m. on 11/16/15
- XII. No motion to adjourn is needed