

## **Meeting Minutes – June 15, 2015**

### **Friends of the L. E. Phillips Memorial Public Library**

CONVENED: Monday, June 15, 2015, at 7:00 PM, at the Public Library, by President Glenda Winders

PRESENT:

Board Members:

Glenda Winders, President

Tim Haukeness, Past President

Donna Weidman, Treasurer

Penny France, Trustee Representative

Karen Overhulser, Member at Large

Angie Sommers, Administrative Coordinator

John Stoneberg, Library Director & Ex Officio Member

Linda Stelter, Vice President

Brenda Brant, Secretary

Grace Rich, Member at Large

Others Present, if any:

Angie Sommers, Coordinator

Lynda Higgins, incoming at-large Member

Carol Accola, incoming Treasurer

Call to order (Winders)

Motion to approve Minutes from the meeting held May 18, 2015 (Winders)

- Motion made by Donna; Linda Seconded; all approved

Call for additions to agenda and announcements (Winders)

- Next meeting take tour of library. John to lead tour; group picture to follow.
  - Start meeting early for the tour?
- Good reception at Women's Giving Circle award to the effect of the grant for Books for Babies.

Treasurer's report (Weidman)

- May Revenue Includes:
  - \$735 memberships
  - 96% of goal to date with 1 month remaining
  - Misc: Amazon Smiles money \$21
- Expenses Include:
  - Program expenses for Angie to attend conference
- Checking balance \$10,508.90 Financial position: \$67,592.27
  - Possibly transfer some to money market? Some larger expenses coming up.
- Motion to approve: Brenda

Budget:

- If we have usual expenses we will need to transfer from money market to meet expenses.
- We had larger payments to the library.
- Books for Babies budget higher and coming from grants received.
- Different ideas for volunteer appreciation: volunteer breakfast?
- Administrative up \$1500 to account for new furniture and parking fees for book sale manager.
- Motion to approve proposed budget made by Linda, approved by Grace.
- Idea: could we get the proposal from the library funding requests earlier in the year to bring in line with our organization's budget year. Library is on a calendar year budget.

- Currently bring proposals to Library Board in March for the current year.
- Would have to project ahead and maybe make two requests to catch up to our cycle.
- Maybe it's time to reassess the process based on ability of our organization.
- Define some longer term financial goals to plan for bigger projects for the library.
  - An example is the 2009-2010 renovation to which Friends donated \$70,000.
- Expectation is that the annual requests will remain similar year over year at ~\$20,000.
  - Library doesn't use our budget to determine their requests.
- Change our fiscal year? Probably easier to change the way library works with us.
  - July aligns with board elections and less busy time of year than end of year.
- John will follow-up with staff.
- \$400 to staff appreciation – they requested \$300 but \$400 was budgeted.

#### Library Director's report (Stoneberg):

- New library board members: Linda and Brenda from Friends and Bob Eierman

#### Board Liaison Report (France):

- Total members on board decreasing to 9 by state statute.

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

- Books for Babies – ordered or ordering Hispanic books for both facilities
- New promo pictures/testimonials for the program

#### Book Sale Manager's Report (Rich):

- Still sorting 40 boxes from the large number of boxes donated
- Almost ready to order tables. 8x30 vs 8x36? Currently have 8x36 tables – working on some layouts. Smaller tables are sturdier and less expensive.
- Online sales: tripod mounts and adapters – Started some sales.
- Lots of donations and about 1,000 more books coming from an estate.
- June sale – going to try selling 3d printing 'book belts' with Friends advertising.
  - Cost is ~\$2 each. More for color. \$5 or 2 for \$8
  - Need volunteers to help sew them; 9 colors printed right now.
  - Order personalized ones. And more for personalized elastic colors or with name.
- First of 4 Battered Books sale at the Farmer's Market at Festival. \$50 in sales.
- ~11% over what book sales have brought in: ~\$2600
- Starting with new fiscal year, the online sales will be separated out from the other sales in financial records.

#### Old Business:

- New Office Furniture (Sommers):
  - Can work with the desk Angie currently has to add a connector and another desk space in an L shape configuration.
  - Still looking for smaller filing cabinet.
  - Working on getting a quote.
  - Switched office locations with IT which will be a better location.

#### New Business:

- Summer meeting schedule (Winders)

- No meeting in August. Might want to write this into the bylaws instead of voting on it every year.
- Resolutions in recognition of outgoing board members (Winders)
  - Thank you from Glenda to all the board members who've contributed to success of the Friends.
  - Outgoing: Treasurer Donna Weidman, Karen Overhulser, Tim Haukeness
- Other new business (Winders)

No motion to adjourn is needed.

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