

FRIENDS OF THE MAUD PRESTON PALENSKE LIBRARY
Minutes of the Membership Meeting---December 8, 2018
Next Meeting: March 9, 2019

Members present: Dot Allen, Kevan Truman, Stephanie Masin, Ginny Antonson, Clem Brueck, Sally Gregory, Deb Burlingame, Glenn Ward, Kathy Ward, Anita Shadler, Lisa Kubash, Rebecca Marsden, Lisa Bartoszek

Guests in attendance: Glenn Laing

Meeting was called to order by Dot Allen, President, at 10:15am.

Announcements/Correspondence

- No announcements.
- Received correspondence from the Children's librarians for the shelving purchased by the FOTL. Also received a holiday Thank You note from Children and Family Services.

Treasurer's Report (Deb Burlingame)

- Corrected October Treasurer's Report as well as the new December report was presented (see end of minutes).
- Deb has completed filing the 990 form to the IRS but still needs to file Sales Tax documents to the State of Michigan. Our Friends group has previously file with the State of Michigan as a non-profit.
- Treasurer's report and Minutes from the previous meeting were unanimously accepted subject to audit. Motion was made by Clem Brueck, seconded by Lisa Bartoszek.

Director's Report (Stephanie Masin)

- A mural has been planned for the wall downstairs in the Children's area hallway; a local high school student has been hired to paint the mural; the theme will be the letters of the alphabet.
- Stephanie is interested in putting together sensory bags for children with sensory issues that can be used during story time or for circulation. The initial plan is for 5-10 bags; Honor Credit Union is helping with some of the items placed in the bags
- The Library Board continues to review building issues as well as create a marketing survey of the community for use in developing a Strategic Plan. The main question posed is "Why are you not using the library?" Stephanie will send the FOTL a link to the survey.

Committee Reports

- **Book Sale Committee:** Fall Children's Book Sale was a success, but we continue to have trouble promoting the teen and tween books. Mike Kinney of Rotary took the extra books to be distributed to local teachers. It was suggested we use the large plastic banner outside on the fence to promote the book sale.
- **Library Board Report:** Ginny presented our new FOTL logo, which can be used on name tags, bags, etc. Sally will send a thank you note to Beth Mandarino, the designer of the logo.
- **Wish List Committee:** The library staff continues to add items to their wish list for future purchases.
- **Membership Committee:** No update

Old Business

- Bags. With the new logo being two-color, the committee investigated costs for two color printing, which comes out to just under \$6/bag, which one color being about \$4.50/bag. The group decided a white logo on the black background of the bag would look nice and would keep costs down. Although we need to order a minimum of 100 bags, they don't all need to be the same color, so four different colors will be chosen and will print 25 each color. A proposal was made to charge \$10/bag or \$15/bag on the day of the bag sale during the April book sale. Kevan Truman generously offered to pay for the bags, which will increase profits. Sally will investigate purchase of a Square device so that the FOTL can accept credit cards, since so many people don't carry cash any more.
- Treasure Books and eBay. Rebecca Marsden has counted the eBay books saved downstairs and we have 881 in total. She has gone through the first 200 and noted title, author, publisher, publication date; in addition, she has researched pricing for 43 of those. She suggested we reach out to local history museums and offer the books for sale first prior to listing on eBay. If any FOTL know of interested parties send their names to Rebecca. It was suggested the minimum pricing amount for our books on eBay is \$25; all books worth less than that amount would be saved to sell at the book sales in the Bazaar/Treasure section.

New Business

- Gingko tree. Some members suggested the large gingko tree in front of the library be cut down due to the fruits dropped in the fall which smell bad and create a mess in the library. The library is thinking through this option in conjunction with creating ADA-compliant parking in the front. The city has been approached with various options but no decision has been made thus far.
- It was suggested that the FOTL do an appreciation meal for the staff, similar to the volunteer appreciation meal. The meal could happen during National Library Week, which begins April 13, 2019. Deb Burlingame will chair a planning committee with assistance from Ginny, Kevan, Rebecca, Anita and Kathy.
- New officer slate was presented, including: Rebecca Marsden, President; Ginny Antonson, Vice President; Deb Burlingame, Treasurer; Kevan Truman, Secretary. The slate was unanimously accepted by the group; motion made by Lisa Bartoszek and seconded by Clem Brueck.

Meeting adjourned at 11:21pm; motion made by Ginny Antonson, seconded by Sally Gregory.

Friends of the Public Library			
Dec. 8, 2018			
Beginning Balance			\$ 6,685.66
Book Sales	10/14/18 Book Sales		\$ 33.25
	11/6/18 Book Sales		\$ 35.00
	11/13/18 Fall Book Sale Profit		\$ 735.40
Donations	11/13/18 Fall Book Sale Donations		\$ 32.55
Dues	10/13/18 Betty Mundy		\$ 10.00
	10/15/18 Lisa Kubash		\$ 10.00
	11/13/18 Jan Soenen		\$ 40.00
Misc.	Return of Book Sale Cashbox \$		\$ 417.00
Cash			
Expenses	Withdrawl/cashbox for sale		\$ (417.00)
Ending Balance			\$ 7,581.86
Reserve Fund			\$ (500.00)
Available Funds			\$ 7,081.86
Deborah Burlingame			
Treasurer			

Friends of the Public Library			
13-Oct-18	CORRECTED 11/5/18		
Beginning Balance			\$ 7,560.09
Book Sales	8/13 Book Sales		\$ 22.00
	9/7/18 Book Sales		\$ 41.00
Dues	8/13 Virginia Antonson		\$ 10.00
	8/13 Wayne & Michelle Demchinski		\$ 30.00
	9/7 Melissa Clapper		\$ 50.00
	10/5/18 Glenn Ward		\$ 10.00
	10/5/2018 Barbara Lovelette		\$ 10.00
Cash	Book Sales		\$ 11.00
	Deb Burlingame/reimbursement for receipt booklets		\$ (11.00)
	10/2/18 Book Sales		\$ 10.00
	Lisa/packing materials		\$ (10.00)
Expenses	State of Michigan		\$ (20.00)
	St. Joseph Public Library/picnic table	NOT 879.23	\$ (859.23)
	St. Joseph Public Library/games		\$ (168.20)
Ending Balance			\$ 6,685.66
Reserve Fund			\$ (500.00)
Available Funds			\$ 6,185.66
Deborah Burlingame			
Treasurer			