

FRIENDS OF THE MAUD PRESTON PALENSKE LIBRARY
Minutes of the Membership Meeting---October 13, 2018
Next Meeting: December 8, 2018

Members present: Dot Allen, Kevan Truman, Robyn Neumann, Anita Shadler, Lisa Bartoszek, Anjum Gillespie, Deb Burlingame, Kathy Ward, Darlene Kiessel, Lisa Kubash, Sally Gregory, Rebecca Marsden, Ginny Antonson

Guests in attendance: Glenn Laing

Meeting was called to order by Dot Allen, President, at 10:17am.

Announcements/Correspondence

- Judy Whittier indicated via email that she is moving to Indiana and will no longer be active with our Friends group. She wished us well in our future endeavors serving the library.

Minutes of the previous meeting were unanimously approved as emailed. Motion was made by Anjum Gillespie, seconded by Lisa Bartoszek.

Treasurer's Report (Deb Burlingame)

- Treasurer's report was presented by Deb Burlingame (see below) unanimously accepted subject to audit. Motion was made by Ginny Antonson, seconded by Kathy Ward.

Friends of the Public Library			
13-Oct-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		\$ (879.23)
	St. Joseph Public Library/games		\$ (168.20)
Ending Balance			\$ 6,665.66
Reserve Fund			\$ (500.00)
Available Funds			\$ 6,165.66

Director's Report (Stephanie Masin not in attendance)

- As tasked at the August meeting, Kathy Ward, Anjum Gillespie and Stephanie Masin met to discuss book bags. Based on that meeting Kathy and Anjum presented 4 bag options for the group to view and discuss. The sturdier option was chosen as the preferred choice, with a zipper top and ring attached to the outside strap. Twin City Printing and Engraving gave a quote of \$4.48 per bag (that includes a \$55 printing fee) with a minimum order of 100 bags. Kathy and Anjum will check whether the printing fee is charged with a second order. The group prefers a darker colored bag with white printing and feels less information printed on the bag is better, in case it becomes outdated. Anjum, Kathy and Stephanie will take the ideas expressed and come up with a final recommendation.
- During the bag discussion the group reviewed the history of our Friends logo on the front of the current brochure; we believe it is a logo from the internet so it can be changed. Ginny will

speak with her graphic design friend for ideas on a new logo, and noted the requirements. The Bag Committee will work with the Logo/Brochure committee to share information.

- In conjunction with the logo discussion, Lisa Bartoszek mentioned the brochure needs to be retooled as well. She will meet with Stephanie about updating messaging to be included, as well as how current employees are identifying the Friends group when someone calls the library to inquire about volunteer opportunities. Further discussion included having a bookmark to provide as people check out at book sales. Sally Gregory mentioned an idea of having the Friends application as part of an 8.5x11 sheet of card stock with a bookmark “cut-off” at the bottom.

Committee Reports

- **Book Sale Committee:** Deb Burlingame asked for volunteers for pre-book sale jobs. Group members were given the opportunity to sign up during the meeting. Flyers were distributed to all attendees. She also expressed a concern that there are so many donated books that we are quickly running out of space. Even with the upcoming children’s book sale we will still run out of storage space for books prior to the spring book sale. There is also a need for sturdy boxes to pack books in after sorting. The group also discussed having nametags for our Book Sales; Sally will purchase the materials and create them once the logo has been finalized. A desire to purchase a large reusable banner was also discussed; it can be used behind the checkout table at the Book Sales.
- **Library Board Report:** No update to report.
- **Wish List Committee:** (Given by Deb Burlingame in Clem Brueck’s absence) Since the last meeting our Friends group has purchased a picnic table and games for the Children’s Library. The library staff needs to add items to their wish list for future purchases.
- **Membership Committee:** The group discussed how to move forward with new members, since we have a number of new members who indicated they do not wish to participate in activities. Sally Gregory will talk to Paula about posting the meeting minutes to the Friends web site (currently within the Library’s web site) in lieu of emailing. In addition, Sally will make a paper copy to post to a bulletin board within the library. Deb Burlingame keeps track of all non-lifetime members and their expiration dates; she will email individuals who are nearing their expiration date. Another new member drive will not occur until August 2020, but we did discuss having a “fundraiser/friendraiser” in 2019. We discussed using the electronic sign to market our meetings.

Old Business

- **Treasure Books and eBay.** Rebecca Marsden has researched eBay and PayPal requirements to begin selling our books on eBay, and what the tax implications might be for our group. An individual must be identified to be affiliated with the PayPal and eBay accounts; who should that person be? Sally will review some of the legal documents to understand our obligations but our group may need professional legal help in the future. In the meantime, Rebecca has created a spreadsheet and a process for selling. The State of Michigan imposes taxes on non-profit organization sales over \$5,000; our Friends group already nears that figure each fiscal year. A calculation will need to be completed to understand our tax estimate.

New Business

- Officers for the next term. As per our FOTL bylaws, Executive terms for our group renew every two years, and we will vote on a new Executive Board during the December 8 meeting. Dot Allen indicated that she needs to step down from her duties as President. Anita Shadler and Lisa Bartoszek will form a nominating committee and reach out to potential candidates between now and the December meeting in order to create a slate of officers.

Meeting adjourned at approximately 12:20pm; motion made by Rebecca Marsden, seconded by Darlene Kiessel.