



Special Board Planning Meeting Minutes– August 2, 2022

Martha Lollis Conference Room

President Jackie Smith called the meeting to order at 9:59 am.

Attendance: Jackie Smith, President; Domenick Patti – Vice President; Jim Shake – Treasurer; Debbie Grousset – Deputy Treasurer; Paulette Quinn – Corresponding Secretary; Michele Merwarth – Recording Secretary; Audrey Kearney – Director; Karen Pollard – Director

Absent: None

Michele Merwarth gave the Secretary's report for July 2022. Motion made, seconded, and carried. It will be posted on the Friends page of the library's website.

Jim Shake presented the Treasurer's report for July 2022 including bank statement balances. Michele gave a corrected total for the June 2022 financial statement. The statement will be filed as read.

After some discussion, it was decided to purchase 150 pens with a cost of approximately \$1 per pen that will include the library logo and verbiage of "Friends of Marcellus Free Library" to give to members this year as a thank you for keeping their memberships with us during the pandemic. Motion made, seconded, and carried. Michele will place the order and Paulette will include information in the Membership letter on how to pick up. Jackie suggested placing this information on the Friends Facebook page when the pens arrive.

Paulette will highlight staff in her monthly News & Notes this year, starting with Sophia Brandt in September. Paulette has started working on this year's membership letter and the calendar of events for 2022-2023. She will contact Board members if help is needed.

The Friends contributed \$10,700 to the library for our last fiscal year – July 2021 – June 2022. These funds provided items for the Teen Advisory Board, Parenting, Professional, and Home Schooling Books, Nintendo Switches, a Label Writer, Graphic Novels, a shelving unit, and funding for the Awesome Art Program, Summer Concert Series, and the performers and prizes for the Summer Reading Program.

Paulette created congratulation cards from the Friends for winners of the weekly Summer Reading Program with a membership form attached. So far, no new memberships from this.

Michele reminded Jackie to have Sara post Friends events on the lobby digital sign. Jackie will speak with Sophia and/or Sara for a training session on how to use the presentation software at the library and will invite those interested from the Board to attend. She will also give administrative rights to the Friends Google Drive Account to Jackie, Paulette, and Michele with read only rights to the rest of the Board.

Michele mentioned that some Friends members will help the library with their Summer Reading Finale. They will also hand out free books for all the children.

File cabinet keys were handed out to Jackie and Jim.

Michele handed out updated Policy/Procedure Guidebooks to Board members with a recommendation that any changes throughout the year should be added at the time of the change instead of waiting until the end of the year. Motion was made to accept the Guidebook as the official procedures for the Friends, seconded, and carried.

Because of a setback, the financial review for the 2021-2022 year has not yet been started. A motion was made and seconded to extend the review process to December 31, 2022 for this year. Motion carried. Jim will check with Martha, the library's bookkeeper, about the feasibility to use the library's Quicken account, if needed. Jackie will check into a computer she has at her house, that may have a Windows operating system that Jim could use since he uses Mac and that would not be compatible for Board members to open financial reports.

Sophia requested 75 Book Nook coupons to be used at the Summer Reading Program finale. Since our supply is low, the library will make the coupons to distribute. Voted on and carried.

Domenick will be overseeing the distribution of library newsletter throughout the community this year. Paulette will give him a list of members who volunteer to do this.

Karen will check out the Chamber of Commerce for the Friends to see how we could become a better partner with the community.

2022-2023 Calendar of Events was finalized. Paulette will send final copies of the membership letter and program to Jackie for review when she has completed these.

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| September 28, 2022 | 1 pm | Welcome, Sophia speak on library updates, meeting |
| October 21-23, 2022 | | Book Sale |
| October 26, 2022 | 1 pm | Ann Ferro, meeting |
| November 30, 2022 | 9:30 am | Decorate library event |
| January 4, 2023 | 9:30 am | Undecorate the library event |
| January 25, 2023 | 1 pm | Help the library, meeting |
| February 22, 2023 | 1 pm | Love your Library Resources, meeting |
| March 22, 2023 | 1 pm | Easter Make it and Take it event, meeting |
| April 19, 2023 | 1 pm | Prepare Basket Raffle, meeting |
| May 24, 2023 | 1 pm | Prepare for Olde Home Days, meeting |
| June 2-4, 2023 | | OHD Book Sale |
| June 28, 2023 | 1 pm | Annual Meeting & Election of Officers |

Minutes submitted by Michele Merwarth, Recording Secretary