

Friends of the Berwyn Library Board Meeting

Monday November 27, 2017 6:30 P.M.

Board Members Present:

Kendra Nudd, President
Michael Erickson, Vice President
Lois Hummel, Secretary/Treasurer
Millie Ayala
Sue Stopka
Katie Rose

Other Attendees:

Phyllis Walden

Absent:

Patrice Murtha, Membership Coordinator
Briana Perlot, Friends Liaison

GENERAL BUSINESS:

Call to Order:

The meeting was called to order at 6:45 pm. A quorum was present and our guest was recognized.

Review of the Agenda ----- Action Item

Lois Hummel motioned to accept the agenda and Michael Erickson seconded the motion. The agenda was unanimously accepted.

Minutes of the October 2, 2017 Board Meeting; Minutes of the October 19, 2017 Semi-Annual Meeting and Minutes of the November 5, 2017 Special Meeting --- Action Items.

Lois Hummel noted that the heading to the October 2nd minutes should read Board Meeting not Planning Meeting. Michael Erickson moved to accept the October 2nd minutes as amended and Kendra Nudd seconded the motion. The vote to accept was unanimous.

Michael Erickson moved to accept the October 19th minutes as presented and Kendra Nudd seconded the motion. The vote to accept was unanimous.

Katie Rose moved to accept the November 5th minutes as presented and Michael Erickson seconded the motion. The vote to accept was unanimous.

COMMUNICATION/OPEN FORUM:

Guests/Possible Board Member-at-Large and/or Volunteers:

Phyllis Walden stated that three (3) people had approached her about membership renewal and were very concerned about the continuation of the Friends. She felt it was important to convey this to the Board. The Board asked her to assure everyone we are in the process of reorganizing and the renewals should be out by the beginning of the New Year.

Review of outcome of retreat (Special Meeting November 5th):

The Board reviewed and established goals and set up committees. See the minutes.

The Board President and Vice President will be meeting with the Library Director Keshia Garnett to review the Board goals. Would also like to have a meet and greet for staff.

REPORTS:

Vice President Special programs:

Michael Erickson had nothing to report.

Membership:

Lois Hummel reported there are 54 single and family memberships.

Book Sales:

Sue Stopka gave a brief overview of the guidelines for accepting books. (See attached.) Doing another buy one get one sale was discussed. It was also mentioned that the Friendly Tap in Berwyn has a craft sale once a month and we may be able to sell books there and generate some visibility.

Treasurer Report: ---- Action Item

Lois Hummel reported as of November 27, 2017 there is a balance as of \$8,128.91. (See attached.) The only expenditure since the last Board meeting was \$18.38 for the Semi-Annual Friends Meeting on October 19th.

She also reported, that Kendra Nudd is now on the checking account and the previous President Mary Peranteau has been removed.

Katie Rose motioned to accept the report and Millie Ayala seconded the motion and it passed unanimously on a roll call vote.

Members at Large:

Katie Rose had no report. Millie Ayala is finishing updating the bulletin board.

Library Liaison:

There were no funding requests from the Library. No update of Facebook.

UNFINISHED BUSINESS:**Audit for Fiscal Year 2017:**

Kendra Nudd and Katie Rose conducted an audit for Fiscal Year 2017. They reported the books were in order and the documentation matched the bank statements. Sue Stopka motioned to accept the audit. Michael Erickson seconded the motion and it passed on a voice vote.

Not-For-Profit status:

It was decided that Millie Ayala should pursue investigating what it takes to incorporate a 501(c)3. One thing that needs to be done for the IRS is to amend the by-laws to address the distribution of funds if the organization folds.

Lois Hummel stated that the need for Board insurance should also be examined.

Reports on funded projects:

We still require feedback on the Open House, Quick Classes and 1st Library Card promotion. It was discussed that we need a form for feedback and copies of receipts. Kendra Nudd will address this when she meets with Keshia Garnett.

Mailbox at Front Desk:

Lois Hummel stated that much of the membership renewals is in cash and given to the front desk which forwards it to the Library's Administrative Assistant Barbara Ziemba. Lois then picks it up when she picks up

the book sale money. If it goes into a mailbox, it may not be secure. It was decided to pursue member communication by other means, i.e., Facebook or email.

NEW BUSINESS:

Committee updates:

Outreach/Visibility:

Millie Ayala already reported on bulletin board.

Mike Erickson reported that he has been touting Friends to Berwyn United.

Kendra Nudd reported that the Library Board is interested in a book bike. It was discussed that this would be good for the Friends if we donated and the bike had a sign "Provided by the Library Board and Friends of the Library. Other outreach was discussed earlier - A book sale at the Friendly Tap.

Programming:

Ideas include a cookbook, cooking demo, mini golf and a board game night.

Membership:

Using pay-pal was discussed. Younger people do not use checks and very little cash.

Literature/Branding:

Mike will contact Tom Javorcic a graphic designer.

Fundraising:

Kendra Nudd reported being contacted by a person named Savannah. Savannah did a chocolate tasting/demo for the Friends in 2013 and would be interested in doing another. Lois Hummel will check the amount raised.

Lois Hummel stated she met a Berwyn resident who works for a wine distributor. He stated he enjoys the Library and would be interested in doing a fundraising wine tasting. She gave his contact information to Mike Erickson.

COMMENTS NOT ON AGENDA:

Lois Hummel asked for commitments from Board Members for terms of office. Sue Stopka and Millie Ayala terms end in FY2018. Sue stated she was willing to serve another 3 year term. Millie unsure at this time. Katie Rose asked to be assigned a one year term. Not sure at this time if she will continue.

Lois Hummel term ends FY2019 and she will probably not continue. Patrice Murtha assigned to end in Fy2019.

Kendra Nudd and Mike Erickson agreed to serve through FY2020.

Adjourn: Kendra Nudd called the meeting at 8:38 pm.

Next meeting is January 8, 2018 at 6:30 pm. Rescheduled to January 22, 2018 at 6:30pm.

Respectfully submitted by Lois E. Hummel, Secretary/Treasurer