

Friends of the Berwyn Library Board Meeting

Monday January 22, 2018 6:30 P.M.

Board Members Present:

Kendra Nudd, President
Michael Erickson, Vice President
Lois Hummel, Secretary/Treasurer
Millie Ayala

Other Attendees:

Tammy Sheedy, Interim Berwyn Library Director
Jean Knoll
Phyllis Walden
Catey Sullivan

Absent: Sue Stopka

Katie Rose
Briana Perlot, Friends Liaison

GENERAL BUSINESS:

Call to Order:

The meeting was called to order at 6:30 pm. A quorum was present and our guests were recognized. It was noted that Keshia Garnett has resigned and Tammy Sheedy is the Interim Director.

Review of the Agenda ----- Action Item

Patrice Murtha motioned to accept the agenda and Millie Ayala seconded the motion. The agenda was unanimously accepted.

Minutes of the November 27, 2017 Board Meeting --- Action Items.

Michael Erickson moved to accept the November 27 minutes as presented and Millie Ayala seconded the motion. The vote to accept was unanimous.

COMMUNICATION/OPEN FORUM:

Guests: The new guest, Catey Sullivan, introduced herself. She wants to learn more about the Friends. She is happy about the on-going book sale as she has a difficulty getting rid of books and this might be easier.

Kendra Nudd reported on her and Michael Erickson's meeting with Keshia Garnett prior to her resignation. They talked about a meet and greet with the staff, possibly attending the in-house staff meeting during National Library week, an annual volunteer recognition, trying to have more events aimed at 25-40 year olds, and having schools do an art project.

UNFINISHED BUSINESS:

Not-For-Profit status:

Millie Ayala reported that she spoke with the Community Law Project (CLP) and they would be able to assist us. To obtain their help is a twostep process. First is to file an application with CLP, which costs \$100. Second is about a six (6) week wait to be assigned a pro bono lawyer.

The costs are as follows:

FEIN \$185

Illinois first filing fee \$400

Illinois second filing fee \$450

She was unsure of the on-going yearly costs or the Federal fee.

Part of the requirements is to have a budget and marketing plan and resumes for the Board members. The bylaws need to be amended to address the distribution of funds if the organization folds. Tammy Sheedy will check with Berwyn's city lawyer to determine if he can be of assistance. Kendra Nudd will check with the Friends of other libraries regarding their experience in becoming a nonprofit.

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

CPL is holding a work shop on becoming a nonprofit on March 7th. The fee is \$35.00. Patrice Murtha volunteered to attend. Lois Hummel motioned to approve the \$35.00 so that Patrice could attend. Michael Erickson seconded the motion and it passed unanimously on a roll call vote.

Patrice Murtha moved to approve the \$185 fee for the FEIN for Millie Ayala to begin the process. Michael Erickson seconded the motion and it passed unanimously on a roll call vote.

Reports on funded projects:

During the meeting with Keshia Garnett, she reported that the head of circulation bought the gold cards using Library funds. She instructed him to purchase other items with the Friends funds. To date nothing has been done with the gold cards. Lois Hummel noted we only gave the Library \$400 for this project not the approved \$500.

She did not have any reports on the Open House or Quick Classes. Tammy Sheedy will look into getting receipts and numbers on attendance.

REPORTS:

Vice President Special programs:

Michael Erickson met with Tom Javorcic, a graphic designer, to update the brochure. He had e-mailed the revision to the Board members prior to the meeting. Members were pleased with the product and just had minor revisions and comments.

Membership:

Patrice Murtha reported that the renewal letters should be going out soon. The use of PayPal was discussed.

Book Sales:

No report.

Treasurer Report: ---- Action Item

Lois Hummel reported as of January 22, 2018 there is a balance as of \$9262.82. (See attached.) She reported that five membership have been at or above the level for a brick. The cost to the library for a brick is \$35.00. She will be ordering five (5) bricks for \$175 and will be adding one name to the plaque. She also wanted to recognize Michael Erickson for his efforts in obtaining new members which brought in \$580.

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

Members at Large:

Millie Ayala is finished updating the bulletin board.

Library Liaison:

The Friends of the Library is more visible on the Library's website.

NEW BUSINESS:**Funding Request:**

Youth Services is requesting \$1050 for an early literacy initiative – 1,000 Books before Kindergarten. See attached request. The Board discussed the funding amount. It was decided that Youth Services could begin the initiative for a smaller amount. They could come back to the Friends at a later date when they had more information about participation. Patrice Murtha motioned to approve \$500 for this initiative and Millie Ayala seconded the motion. It passed unanimously on a roll call vote.

Committee updates:**Outreach/Visibility:**

Facebook was discussed

The book bike was discussed again. It would be good for the Friends if we donated funds and the bike had a sign "Provided by the Library Board and Friends of the Library".

A book sale at the Friendly Tap and Autre Monde in conjunction with their craft days was discussed.

Programming:

Doing something with comics for teens and adults was discussed.

Membership:

No further report.

Literature/Branding:

No report

Fundraising:

No report.

COMMENTS NOT ON AGENDA:

None

Adjourn: Kendra Nudd called the meeting at 8:25 pm.

Next meeting is March 12, 2018 at 6:30 pm. Rescheduled to March 15, 2018 6:30pm.

Respectfully submitted by Lois E. Hummel, Secretary/Treasurer