

## **BOARD MEETING MINUTES: February 7, 2023**

### **In-person and via Zoom**

**Present:** Donna Hornberger, Marika BeVier, Jud Barclay, Charlene Lutes, Reba Leiding, Megan Holtrey, Richard Siders, Meagan Belden, Amy Shamroe, Carol Anderson, Michele Howard (TADL)

**Absent:** Margaret Monsour

The meeting was called to order at 12:03 p.m.

#### **Minutes Approved:**

Amy moved to approve the January board meeting minutes, Jud seconded. Motion carried.

#### **President's Report**

- IRS officially transferred our 501(c)(3) name to Friends of Traverse Area District Library (typo is now eliminated).
- Tricia has decided to step down from the board, due to a busy schedule. We are seeking a replacement for election in May 2023. A person with database experience is preferred.

#### **Treasurer's Report**

- Megan provided January 2023 financial reports.
- She will renew our Friends of Michigan Library membership. They are holding a conference in Novi on March 3. Megan will share details with the group.

#### **Finance Committee**

*Committee members: Reba Leiding, Megan (Heator) Holtrey*

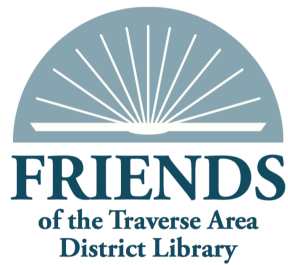
- Reba reports that we received a \$500 donation. No acknowledgment required (per the donor's request).

#### **Media and Book Sales**



*General Committee Chair: Meagan Belden*

- Meagan provided the committee's recommendations for upcoming book sales. In its entirety:
  1. The first priority for the book sale is to raise funds for the library. A secondary priority is to deplete inventory of our used books but raising funds is the top priority of the sale.
  2. Depleting inventory will be accomplished by: 1) the book sale, 2) going through inventory and donating older book inventory to other organizations at the end of the sale. At the conclusion of each sale, we will appropriately mark boxes of books for donation and will take to charitable organizations and/or place calls for said organizations to come and retrieve their designated boxes from the library. A goal is to not take the "to be donated" boxes back up to the sorting room but; rather, to get them to their new destinations at the conclusion of the sale.
  3. Book prices are being raised as follows: \$4 for hardcovers and coffee table books and \$2 for paperbacks and all children books.
  4. The Friends of the Library members are to realize the benefit of 50% off their purchase for the entire duration of the sale (not just on the preview night as was historically the case).
  5. The sale is being extended to run from Thursday evening through Sunday for the sale weekends. The sale room will be reserved for Thursday through Monday for the sale weekend with set-up to occur Thursday during the day and the opening night of the sale will be that night. The sale will run then Thursday evening and then the normal library hours for Friday, Saturday and Sunday. On Sunday, we will close the sale 30 minutes prior to the library closing and utilize those 30 minutes to count the proceeds and rely on volunteers to pack and carry boxes of books to their designated locations. Many boxes of books will be loaded into volunteers' cars for delivery to identified charitable organizations.
  6. We will continue to utilize the assistance of students at the area schools as volunteers for the sale as well as our board members and other members of FTADL.
  7. Our Spring 2023 sale will be the weekend of June 2, with the sale starting the evening of Thursday, June 1 and running through Sunday, June 4. Donna Hornberger has already reserved the room at the library with Aaron Oleson for June 1 through June 5.
  8. Going forward our sales are to be scheduled for the 3<sup>rd</sup> weekend of May and the 2<sup>nd</sup> weekend of November each year (with exceptions made if scheduling requires).
  9. Brian Leiteritz will contact GJ Rentals about the scheduling/reservation of tables for the Spring 2023 sale and to advise them of anticipated schedule.



## **Membership**

*Committee members: Jud Barclay, Donna Hornberger, Marika BeVier, Megan (Heator) Holtrey, Charlene Lutes, Margaret Monsour*

- Jud reported that the committee met last week and the group unanimously recommended all Friends receive a 50% discount throughout the duration of every book sale. The recommendation was well-received by the book sale committee.
- Annual Membership meeting will be held on Wednesday, May 10 @ 5:30pm. The Membership committee recommended we structure our annual meeting in a similar format to the 2019 event, with the theme "Stories from our Friends" – featuring 3 local notables sharing how a particular book has impacted their life. Agenda will also include time for refreshments, chatting, board president presentation and board elections. Michele suggested we post balloons throughout the library near areas where Friends donated funds.

## **Publicity / Fundraising**

*Publicity Committee members: Amy Shamroe, Marika BeVier, Carol Anderson*

*Fundraising Committee members: Amy Shamroe, Meagan Belden, Carol Anderson Jud Barclay; Marika BeVier – brought in as needed*

- Book Sale and Annual Membership Meeting will be our next prominent focuses.

## **Correspondence**

*Committee: Rick Siders*

- Rick reports that correspondence is up to date.

## **Policy Committee**

*Committee members: Reba Leiding, Carol Anderson*

- No report

## **Ongoing Business**

- Annual Membership Meeting Structure – recap above (Membership Committee)
- Book Sale - recap above (Book Sale Committee)



- Baker & Taylor - Michele reports that a test of 25 books only earned \$4 in proceeds, so this isn't likely a big source of revenue for our group.

### **New Business**

- Board Terms
  - Seats scheduled to expire this May are Meagan Belden, Marika BeVier, Margaret Monsour. We will seek a replacement for Tricia's seat. If no one available before our annual meeting, we will keep the seat open until it is filled. To balance the dates in which terms are ending, we will add Amy Shamroe to this year's ballot, with her term adjusting to end in May 2025.
  - Slate of Officers
    - President: Jud Barclay
    - Vice President: Margaret Monsour
    - Recording Secretary: Marika BeVier
    - Treasurer: Megan Holtrey

### **TADL Representative Report:**

- Michele reports the Library of Michigan announced they will no longer be providing a grant, so Friends will likely cover the difference for the upcoming Summer Reading Program.
- TADL is seeking a new, less expensive email newsletter provider.
- TADL received a MEDC grant toward the front yard projects and work is moving forward on plans and design.

Jud moved to adjourn, Amy supported. The meeting was adjourned at 12:58 pm.

Submitted by Marika BeVier

### **Important 2022 Dates**

April 4: FOTL Board Meeting

May 2: FOTL Board Meeting

May 10: Annual Membership Meeting



June 1-4: Spring Book Sale

June 6: FOTL Board Meeting

**Handouts:**

January Financial Report