



## BOARD MEETING MINUTES: November 7, 2023

### In-person and via Zoom

**Present:** Kerri Moses, Kathy Kelto, Margaret Monsour, Michele Howard, Meagan Belden, Reba Leiding, Jud Barclay, Richard Siders, Margaret Monsour.

**Absent:** Pam Ward, Megan Holtrey, Amy Shamroe, Marika BeVier, Charlene Lutes

The meeting was called to order at 12:02pm.

**Minutes Approved:** Margaret moved to approve the October board meeting minutes, Kerri seconded. Motion carried.

#### **Presidents Report:**

Membership: Jud would like to work on membership. Thinks email to membership to send a greeting, let them know our book sale results, thank them for their membership and keep them engaged would be beneficial. Jud will prepare letter and send to Marika for sending out to all Friends.

**Treasurer Report:** Megan is working election. Megan emailed financial statements. Kerri moved to approve, Margaret seconded. Motion carried.

**Finance Secretary:** We did purchase a new square device. The cost was \$298. So we have 2 working square devices now. Rough numbers from book sales were: \$8,893.00 in book/media sales. New Membership Sales: \$1,505.00. Plus, we received (and deposited) the check for the \$25,000.00 grant!

**Finance Committee:** Donna reminded Board that Megan is leaving board in May and we need to keep eyes and ears open for new Board member who could serve as Treasurer.

**Budget Committee:** No report. Michele brought up items for Friends to contribute to financially and she will submit items in writing for discussion at next budget committee meeting.

Reminder that Friends is supplying the cake for the anniversary party for the library and we are purchasing poinsettias for desks around library. Michele will purchase and submit bill to Friends of Library for reimbursement.

#### **Media and Books Sales:**

Report from Meagan: Agreement that sales from last weekend's sale were good. Roughly book and media sales = \$8,893 and new memberships= \$1,505. Comment on how memberships purchased during sale are up and speculation is that that is result of carrying member discount throughout weekend PLUS having cashiers promote membership for the discount. Thursday night, per usual, was busy but rest of weekend seemed steady and manageable for patrons. New lining up procedure for Thursday night entrance helped with foyer congestion and flow. Complaint about poor communication on where the snacks were to be found. Discussion had on need to keep snacks in back kitchen area and board members should spread word when



working shift to other volunteers as to where to find the snacks. Food must be kept in kitchen area as no eating allowed in library.

Discussion on how to improve communication about event for volunteers. Discussion about need for more volunteers- there were shifts with openings. Agreement that sign up sheet should be printed and posted by cashier table so volunteers know who is coming in to relieve them from their shift. Need for more volunteers that can carry the heavy boxes and transport them from sorting room to book sale room and then re-pack them and donate or take back up to sorting room. Discussion on book layout and putting big books together and small books together to make easier for patrons perusing the tables.

Discussion on “under the stairs books for sale”. These books are always out for patrons to buy for \$1. However, our book sale is selling books at higher prices. Michele said that there was a “glitch in the system” and an employee of the library had mistakenly been going up to the book sorting room and pulling the cream of the crop of our donations and putting them under the library steps for sale. This is not what is supposed to be happening as the books under the steps are supposed to be books that have been recently discarded from the library and that is why they are \$1 because they would otherwise be recycled. Michele was going to send out a note to the woman that is handling the under the library stairs sale and let her know ASAP that she is not to gather books from the book sorting room for under the staircase.

At end of meeting, Margaret circulated copies of a 3 page document from the Book Sorters to the Members of the Friends of the TADL Board titled, “Book Sale Review”. We could not go through this document but Meagan said this would be best to be discussed at next book sale committee meeting.

**Membership:** No new information. See President’s report on letter that will go out to membership.

**Publicity:** Amy sent email on publicity update. Amy working election today.

**Correspondence:** Rick asked for address for Dave and Betsy Olson in order to send thank you note. If anyone knows either of them, please let Rick know.

**New Business:** Michele reports that Facilities manager needs an office. Vote to give Friends Office to Facilities manager. Library staff to move locked file cabinet up to book sorting room for Reba’s finance paperwork and materials to be kept.

Meagan reported that tear down volunteer contacted her this morning to report that they worked tear down yesterday and then tested positive for COVID last night.

Adjourned at 1pm.



Submitted by Meagan Belden

**Important 2023 Dates**

December 5: FOTL Board Meeting

**Handouts:**

October - Financial Report