

## **BOARD MEETING MINUTES: October 3, 2023**

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

**Present:** Marika BeVier, Reba Leiding, Margaret Monsour, Richard Siders, Pam Ward, Amy Shamroe, Jud Barclay, Donna Hornberger, Meagan Belden, Kerri Moses, Charlene Lutes, Megan Holtrey, Michele Howard (TADL)

**Absent:** Kathy Kelto

The meeting was called to order at 12:00 p.m.

#### **Minutes Approved:**

Donna moved to approve the September board meeting minutes, Margaret seconded. Motion carried.

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

- Jud reported that he would like each Board volunteer to bring a box to hand out to patrons for filling.
- Jud shared that he received an inquiry from a Friend about creating a poster highlighting our achievements.

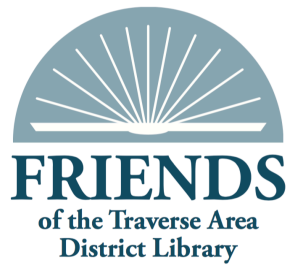
#### **Treasurer's Report**

- Megan provided September and 3Q financial reports.
- Wild Apricot annual subscription has been renewed.

#### **Finance Committee**

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

- Reba received a \$1250 donation from Pit Spitters in exchange for TADL volunteering at game concession stands.
- Reba reported that the library has an additional Square device for use with the sale.



### **Budget Committee**

*Committee members: Megan Holtrey, Donna Hornberger, Jud Barclay*

- No report

### **Media and Book Sales**

*General Committee Chair: Meagan Belden*

- Meagan reported that the committee met and finalized dates for fall sale.
  - Thursday, November 2: 9am-6pm (SET UP); Friends Preview Sale 6-8pm
  - Friday, November 3: 9-6pm
  - Saturday, November 4: 9-6pm
  - Sunday, November 5: 12-4:30pm
  - Monday, November 6: 9-4pm (TEAR DOWN)
- Book and Media Sales will be combined. Media will be placed in the atrium area (near piano), with a pay station positioned in that area.
- To avoid lobby congestion during the Preview Sale, Friends will be checked in the McGuire room entry area and filed down cloak room.
- Board has received link to SignUpGenius for volunteer job selection. This will be sent more widely to our Friends membership soon.

### **Membership**

*Committee members: Margaret Monsour, Jud Barclay, Marika BeVier, Megan (Heator) Holtrey, Kerri Moses, Pam Ward*

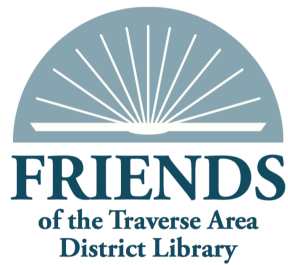
- No meeting this month

### **Publicity / Fundraising**

*Publicity Committee members: Amy Shamroe, Marika BeVier*

*Fundraising Committee members: Amy Shamroe, Jud Barclay, Kathy Kelto, Pam Ward; Marika BeVier – as needed*

- Publicity: Amy provided flyers for the Fall Sale for board to distribute. Additional promotion is scheduled and launches later this month.



- Fundraising: The committee is meeting next week.

### **Correspondence**

*Committee: Rick Siders*

- Rick reported that he is up to date on correspondence.

### **Policy Committee**

*Committee members: Charlene Lutes, Margaret Monsour*

- Charlene reported that most organizations review and update policies and bylaws every two years. The committee will be reviewing the Financial Policy and Bylaws in great detail and sharing recommendations for the Board to consider, with a goal of encouraging collaboration and engagement. Policies are voted on by the Board. Bylaws need to be approved by our membership.

### **Nominating Committee**

*Committee members: Kerri Moses, Charlene Lutes*

- Committee will be convening next

### **Ongoing Business**

- Meagan and other volunteers picked up the large book donation and it is now being sorted for the upcoming sale.
- Email correspondence is now being directed to [friends@tadl.org](mailto:friends@tadl.org)

### **New Business**

- The Friends of TADL has been awarded a \$25,000 grant from the Michigan Nonprofit Fund (related to ARPA funding)! Reba will accept the award on behalf of the board. Reporting requirements are minimal.
- Next month's board meeting will most likely be held on November 7 as scheduled. Jud will confirm via email. Meagan will take notes as Marika is not available.



### **TADL Representative Report:**

- Michele shared that TADL is commemorating 25 years in the Woodmere location. Friends will contribute a cake/refreshments for a January 10 celebration.
- Millage details will be unfolding and Michele will provide those.
- National Friends of the Library week is October 15-21.
- Amy moved and Meagan supported purchasing poinsettia plants for service desks at Woodmere and East Bay.

Amy moved to adjourn, Pam supported. The meeting was adjourned at 1:02 pm.

Submitted by Marika BeVier

### **Important 2023 Dates**

November 2-6: Fall Book Sale

November 7: FOTL Board Meeting (to be confirmed due to Election Day)

December 5: FOTL Board Meeting

### **Handouts:**

September - Financial Report