

FRIENDS OF THE O'FALLON PUBLIC LIBRARY BOARD

9 Jul 19

Meeting called to order by President Ray Farmer at 1700 hrs.

ATTENDENCE. Ray Farmer/President

Diane Zelinske/Vice President

Ann Morey/Treasurer

Ryan Johnson/Library Representative

Suzanne Rupright/Liaison Library Board of Directors

WELCOME AND PRESIDENT COMMENTS/Ray.

Plan is to meet once a month for the next 6 mos. and then relook at where we are and what has been accomplished.

Agenda presented. Agenda is divided into 3 parts: Informational Items, Action items, and Discussion items. Plan is to work on at least some items of each section at each meeting.

1. INFORMATIONAL ITEMS

- A, B, and C./Ryan Presented each member with folder that included information on Libraries needs Friends-A Toolkit to Create Friends Groups or to Revitalize the One You Have; selected fact sheets on the topics of How to Organize A Friends Group, The Role of the Friends Board, The Role of Library Trustees, and, How to Organize a Foundation; Working Together: Roles and Responsibilities Guidelines; and, The O'Fallon Public Library Strategic Plan with details.
- **ACTION/RAY.** Request each member review all information in folder and see what may apply, what areas should we look at, and what like and dislike.
- D. Library Budget/Ryan. Question is how is Friends monies used.
 - Currently, when library prepares the budget, they assume so much from 'special gifts' that includes all donations received not just the Friends. The money can then be used wherever it is needed. This FY, the assumption was \$22,000.00. This is locked in until 30 Apr 2020.
 - Things to consider: Friends could buy designed items and then gift the items to the Library. That way we could put a plaque/sign on the item, do presentation coverage with newspaper coverage. Would need to coordinate with the Library Board. We could advertise at book sales what we are working toward so people know where their ma than same quarter last year.
 - Ray. Because of Diane's efforts, Nook sales are increasing. Congratulations.

2. ACTION ITEMS

- A. Secretary's Report. Minutes of last meeting read. Moved by Diane to approve, seconded by Ann. Passed.
- B. Treasurer's Report/ Ann
 - Current check book balance is \$550.10. Awaiting check from Nook and Online Sales.
 - Need to have an audit.
 - Would like input from board on how much we need to keep in checking to cover the cost of doing business.
 - Ray. Would like to have income and expenses reported at each meeting.
- C. Appoint liaison to Library Board/Ray
 - Diane nominated Ray to fill this position. Discussion on duties and responsibilities. Seconded by Ann. Approved. Ray Farmer is the Friend's liaison to the O'Fallon Public Library Board of Trustees. **CLOSED.**
- D. Appoint another board member to sign checks/Ray
 - Ray moved that Diane be the other person who can sign checks. This would be an 'either' can sign not a 'both must' sign. Provides coverage if one person is out of town. Seconded by Ann. Approved. Diane Zelinske is the second person able to sign checks.
 - Ann will get copy of minutes and meet with Diane and the bank. **CLOSED.**

3. DISCUSSION ITEMS

- A. Review Bylaws/Ray. Copy of bylaws given to each member.
- Article I. OK as is.
 - Article II. Review mission statement/purpose.
 - Article III. Need to update. Consider corporate membership.
 - Article IV. Section 1. Would like to add immediate past president.
 Section 2a and 2b. OK.
 2c consider moving roster responsibility to treasurer as that is who knows who has paid dues. Membership roster should be provided to each board member.
 2d copy of financial report should go to each board member.
 Section 3. clean up and align dates as appropriate.
 Section 4. clean up and align dates with section 3.
 Section 5. would like to add additional directors. Term limit of 2 years.
 - Article V. Section 1. Align with calendar year.
 Section 2 and 3 OK.
 - Article VI. Section 1. OK.
 Section 2. change to calendar year.
 - Article VII. Section 1. OK.
 Section 2. Should be board decision. Consider a form to sign.
 Section 3. assign with calendar year.
 Section 4. OK.
 - Article VIII. OK
 - Article IX. OK
 - Article X. look at later.
 - Bylaws need to signed, dated, and regularly reviewed.
 - **ACTION/Ray.** Members review changes and suggest how change words.
- B. Mission and Purpose. **ACTION/RAY.** Review.
- C. Future Book sales and goals.
- Going to 2 big book sales a year.
 - Dates are 17-20 Oct 19. Set up will be 16 Oct 19 starting at 1300 hrs. Tear down will be 21 Oct 19 starting at 0900 hrs.
 - Planning to do a comic book sale 12 Oct 19. We have approximately 1500 comic books.
- D. Budget. Need to establish one to provide for the cost of doing business. Would like to provide aprons to book sale workers so can tell from the buyers. Need business cards.
- E. Membership and dues structure.
- Consider tiers of membership.
 - Consider corporate membership
 - Consider scholarship for those who are outside our tax area.
 - **ACTION/RAY.** Review samples and current trifold.
- F. Awareness. Who we are and what do we do.

Ray. Request that everyone read review Ryan's information, review the mission statement, and start on the bylaws.

Next meeting 13 Aug 19, 1700 hrs, Library
 Adjourned at 1845.
 Submitted by Ann Morey