

**Minutes**  
**Executive Board Meeting**  
**Friends of the Rosemary Garfoot Public Library**  
**January 14, 2020**  
**Crossroads Coffeehouse**

In attendance: Elizabeth Fayram, President, Pauline Brunner, Vice President, Martha Brunner, Treasurer, Kris Loman, Library Liaison.

The meeting was called to order at 1:04 PM. A quorum was present.

**Minutes**

Minutes of 10/29/19 were approved with minor corrections regarding bylaws draft:

- Under Article I: Name > Change 501(3)(c) to 501(c)(3)
- Under Article III, Section 2, Membership and Dues > Strike the word “lifetime”

**Treasurer’s Report**

Martha reported the checking account balance is \$8565.55. 2019 income was \$4620.50 and 2019 net expenses were \$5,309.72. Key expenses were the donation for the summer library program and outlays for ceramic mugs and reusable coffee pods for the coffee cart. Amazon Smiles program transferred \$5.08 to the Friends savings account since the quarterly meeting on 10/29/19. Kris will continue to boost information regarding Amazon Smiles in village newsletter and the library website. The annual financial audit will be done by the Audit Review Committee per the Friends of the RGPL bylaws. Martha is Chair, and Liz along with someone appointed by Liz from the general Friends membership (non-officer) will conduct the audit between late February and the annual meeting in April.

**Library Update**

Kris reported the library is busy learning the new system-wide Integrated Library System software. There are issues that together with the libraries, the South Central Library System experts, and the owning software company are working diligently to resolve. Also, the first two out of four Maker Space tables were delivered to the library, and the first piece of equipment has been purchased.

**Annual Meeting**

The 2020 annual meeting will be April 23, 6:30 PM in the library community room. Kris will post the agenda by the two main library entrances, on the library website, at Village Hall, and in the *Times-Tribune’s* Cross Plains Library Corner. It was agreed the agenda will be emailed to the general membership as well.

Items to be included for consideration at the annual meeting are:

- Potential changes in Friends membership fees. Pauline presented fee structures established by other nearby library Friends groups. After discussion, it was agreed that two options will be proposed:
  - Keep the fees the same per the current brochure (Individual \$5; Family \$10, Lifetime Membership \$40)

- Offer a Lifetime Membership for \$25 only
- Election of officers: Per the Friends bylaws, candidates for officer positions are to be submitted to the Nominating Committee one month prior to the election. Pauline is Chair of that committee.
- The opportunity to sign up to help with the spring book sale will be provided at the meeting.
- Library and Friends Updates, including new Bylaws

### **Spring Book Sale**

Martha feels we have enough books to have a successful sale. The spring sale will be 5/1, 8AM-6PM and 5/2, 8AM-2PM. Set up is 4/30 4PM, and pack up will be 5/2 after close. Pauline will contact the Boy Scouts to help move book boxes from storage and back again. Connie volunteered to schedule volunteers to work at the sale.

### **Art Auction**

Denise Baylis will coordinate the art auction again. The sale is scheduled for 11/9-11/30 with set up on 11/6 and 11/7.

### **Friends Logo**

Pauline has spoken to two people about designing a new logo for the Friends. She also presented other local library's brochures. The Board agreed to offer \$200 to the designers to develop a logo for the Friends. Ideas for the re-design of the Friends brochure were discussed, including printing in color, reducing the content, and adding pictures.

### **Membership List**

The updates continue. Liz will send the updated membership list to the Board.

### **Bylaws**

After a short discussion about minor verbiage changes, Liz will update the Bylaws and send the final version to the Board and have available at the annual meeting.

### **Little Libraries**

Three little Libraries are being stocked by Pauline, Connie and Liz. Martha has stocked books that are available for the Little Libraries. It was agreed that the quality of the items being stocked is high, and that things look good.

Meeting adjourned at 2:30 PM.