

Friends of the Dexter District Library Meeting Notes – February 25, 2020

Called to Order: 7:04 p.m. by Kevin Vrsek.

Present: Kevin Vrsek, President; Kantha Gardner, Vice-President; Mary Tobin, Treasurer; Paul McCann, Director; Cortney Ophoff; Mary Westhoff; Amy Jerome, Secretary.

Minutes: Mary T. moved to approve the minutes for the January 28, 2020, meeting; Kantha seconded; all in favor, none opposed.

Agenda: Cortney moved to approve agenda; Mary T. seconded; all in favor, none opposed.

Welcome to Guests.

Director's Report: Paul is working with Yvonne to sign up volunteers for various March events, specifically those scheduled during Spring Break. Working with Joelle, Paul will post to the library website, recognition for members with milestone service years and volunteers of the year. Paul submitted receipts for \$280 toward February staff training and lunch. Mary T. motioned to approve; Cortney seconded; all in favor, none opposed. Paul will also submit receipts for holiday decorations. Paul shared details about upcoming Friends of Michigan Libraries (FOML) workshops. Kevin will also sign up to receive FOML emails about upcoming events.

New Business

- **Conflict of Interest and Commitment to Serve forms:** Board officers and chairs signed 2020 forms. For 2021, we will consider updating the Commitment to Serve form to allow for board members who cannot attend meetings in person.

Old Business

- **Bylaws:** Kantha reviewed and noted that fundraising chair position needs to be removed (voted on and approved in 2019); we need to determine how to word book sales co-chair position. No other significant changes are needed. Mary T. requested that the Treasurer's limit for spending without approval be raised from \$25 to \$100. The group also suggested we include a specific bylaw that nonrecurring expenditures from \$101 to \$1000 do need approval of the board. Kantha will verify if updates to bylaws need to be approved by 501c3 foundation. There is no stipulation in the bylaws about how and when to perform audits of the FDDL funds. Mary T. will contact Michael Raatz, former Treasurer, to understand how past audits were completed.
- **Cross-training:** Jeanne not present; tabled until next meeting.
- **TNL Book Pick Up Pilot:** TLN will pick up unsold book sale books from ~50 libraries. Program is in infancy and still working out details. The board had concerns about time and effort needed to prep and package books for pick up, quality of books, percentage/sale price of books, etc.
- **Bank trips:** Kevin is set up as co-signer for bonds and checks at Chelsea State Bank and TCF.

Ongoing Business:

- **Treasurer's Report:** Mary T. received a quarterly Amazon Smile check for \$13. Sherri Munson submitted a reimbursement request of \$45.88 for laminate sheets and paper to make signs. Sherri also submitted a check for \$200 from Westside Books for sale of donated books. Kevin offered to be contact for Westside Books going forward. Mary made motion for reimbursement to Sherri; Cortney seconded; all in favor, none opposed.
- **Book sales:** Cortney has established schedule with new and returning volunteers for sorting. She now has daily sorters and weekly sorters. FDDL book bags sold out at the last sale and the company from which they were last purchased, has gone out of business. Cortney and Mary T. to research a new company. Mary T. made a motion to place order for new FDDL book bags; Kantha seconded; all approved, none opposed. Cortney will also begin recruiting for a co-chair and will update Book Sale Chair job description.
- **Membership:** Per Joelle, there were no new members in January.
- **Volunteers:** Submitted via email by Yvonne: The book sale is coming up for March which we should be all set. I will then work on lining up the next two monthly book sales. The response to the past two book sales was robust so hopefully that will continue. I am not aware of any other events needing volunteers at this time although last

year the children's library department contacted me looking for a couple of volunteers for an Elephant & Piggie Party over spring break. If any help is needed for that just let me know and I'll be happy to send out an invite to the Friends group.

Adjourned: Kantha moved to adjourn and Kevin seconded. The meeting was adjourned at 8:20 p.m.

The next meeting is Tuesday, April 28, 2020 at 7:00 p.m. in the lower level of the library.