



## June 24, 2025 FDDL Meeting Minutes

Meeting called to order at 7:05 p.m.

Attendees: Kantha Gardner, Bud Haynes, Amy Jerome, Paul McCann, Cortney Ophoff, Tempie Stahlin, Kim Swoverland, Mary Tobin, Kevin Vrsek

Due to time constraints for outgoing book sale chair Cortney Ophoff, the board agreed by consensus to put discussion of book sale chair replacement and duties at the top of the agenda. To prepare for the August book sale, extra assistance will be necessary from FDDL board members, book sorters and additional volunteers. We will need to get the word out as quickly as possible, and as widely as possible, that we are searching for a new book sale coordinator and possibly as many as 3 volunteers to replace Cortney if the duties are split. Cortney estimated she spends as much as 4-8 hours per week on her duties during non-book sale weeks, and approximately 15 hrs when it is a book sale week. Cortney reviewed some of the procedures needing to be done in advance of the next sale, and stated she has documents with the procedures listed out. Kevin will create Google Drive shared folders and Cortney will upload all of her documents to the drive so they can be easily accessed. Next steps include: getting a story out to local news about Cortney stepping down, uploading and reviewing the procedure documents, getting things ready for the big sale in August, recruitment efforts for replacement(s) and doing interviews to ensure a good fit. Board members expressed their sincere appreciation to Cortney for her many, many years (15+?) of dedicated service and hard work keeping the book sales running smoothly and efficiently. Cortney exited the meeting at 7:50pm. Some ideas for honoring Cortney's extraordinary service were discussed and the board will continue to discuss at future meetings.

Returning to the regular order of business, the minutes from the April 22, 2025 meeting were reviewed. A spelling correction was made and a wording change was requested for better clarification regarding the April book sale. The amended minutes were approved by consensus.

The presented agenda for the June 24, 2025 meeting was reviewed and approved by consensus, with some changes (outgoing book sale coordinator first in the order, and removal of FOML item).

Guest remarks: None.

**Director's Report:** Paul reported the start of the 2025 Summer Reading Program has been very successful. The Alpine St road closure does not seem to be deterring patrons from getting to the Library. Program attendance and circ stats are very high. Paul noted the Library's bond has been paid off and the most recent newsletter highlighted this milestone on the front page – "Library Retires Construction Bond." Paul mentioned the Library building and its operating systems are starting to show their age, with more things beginning to need repair or replacement. One example was an expensive replacement for the fire monitoring panel. It was asked if the Library needs financial support from the Friends for these types of repairs/replacements. Paul stated the Library Board has maintained healthy funds for capital maintenance and replacement and he'd rather the Friends use their financial support for things more visible to the public, such as a possible new self-checkout station in the future.

## **New Business:**

Outgoing Book Sale Coordinator Position – discussed at the top of the meeting.

Book Donation Guidelines on the Friends website – it has come to our attention the FDDL giveaway bookmarks have this line: “Donations for the book sale are always appreciated; please see the Friends website for guidelines” but there are no guidelines listed on the website. Paul stated this should be added to the website now with things that are standard (example: in good condition, no mold, no textbooks, etc) and other guidelines can be added or edited once the new book sale coordinator is in place.

## **Ongoing Business and Reports:**

Treasurer Mary Tobin provided financial reports as of April 30, 2025 showing a total balance of just under \$76,500 and as of May 31, 2025 showing a total balance of just under \$77,600. The CD's coming due were renewed for another 6 months. Mary mentioned shelf sales donations may be decreasing due to the way Library staff is handling donations with the new cash register.

Book Sale Coordinator Cortney Ophoff has officially stepped down, and will assist with questions as much as her time allows.

Membership Chair Amy Jerome reported there were 2 new memberships added at the end of May, and there has been 1 new membership in June. Additionally, Amy noted that 51 members have not volunteered in the past 5 years and she plans to contact them to ask if they still wish to remain on the FDDL membership list.

Volunteer Coordinator Tempie Stahlin reported she will be contacting volunteers the first week July to sign up for shifts for the big Summer Festival Book Sale (formerly Dexter Daze). There will be a Pre-sale for FDDL volunteers and Library staff on Thursday, August 7<sup>th</sup> from 7 – 8:30pm and will need board members to work the pre-sale.

Publicity Chair Bud Haynes will get an article and photo of Cortney into the local newspaper very soon. Bud mentioned the Sun Times News now has a way to sign-up to get an email with links to the newspapers latest stories and highlights, and he encouraged all FDDL members to read the newspaper through print or electronic version.

It was decided there will be no FDDL board meeting in July, although we may need to schedule some work meetings in order to get book donations ready for the next sale. The next regular public meeting is scheduled for September 23, 2025.

The meeting was adjourned by consensus at 8:30 p.m.

Respectfully submitted,  
Kim Swoverland, Secretary

