

# FRIENDS OF THE LIBRARY

## Meeting Minutes

Name of Meeting: General Business Meeting

Date: February 18, 2020 7:00 pm

Location: Staff Office

Attendees: Deb Toddie, Marlys Roney, Emily Doughty, Jackie Faith, Katherine Smith, Sara Engler, Ann Chale, Diane Heilman, Kathy Pratt, Carissa Hansen, Pam Rezac

Alanna Rerick, President of West Fargo Library Board

### AGENDA AND COMMENTS

The meeting was called to order by president Deb Toddie

**1. Minutes.** The minutes from the October 22, 2019, and November 12, 2019 meetings were read. Motion to approve the minutes by Jackie, seconded by Pam; approved by all.

**2. Treasurer's Report.** The balance as of February 18, 2020 was \$16,376.51. Motion to approve the report by Katherine, seconded by Diana; approved by all.

**3. Carissa Reported.** Carissa thanked the Friends of the Library for sponsoring the retirement party for Sandra and welcome for Carissa, as she assumed Sandra's position.

Over the past several months the Library staff have been working to install a new card catalog program. Many changes have been made to improve the system. Patrons are urged ask for assistance, if needed, during the transition.

**4. Library Requests.** Sara presented requests for funds to sponsor the One Book Community for 2020 for up to \$800.00.

The Circulation Department requests funds for the 2020 Reading Challenge prizes for up to \$450.00.

The Youth Services Department is requesting funds to cover the cost of the Summer Reading Program for up to \$650.00.

A motion was made by Jackie to approve the above requests and seconded by Ann; motion approved by all.

Volunteers will be needed to assist with the Kick-off of the Summer Reading Program on June 1<sup>st</sup>. They will help with registration, door count and greeting, etc. Carissa will contact Deb regarding how many volunteers will be needed.

**5. Old Business.** The income from the January Bag Sale was \$1,132.00. This was a two-day event this year. Last year the one-day Bag Sale total was \$920, \$214.00 was from book shelf sales.

## **6. NEW BUSINESS.**

- a. The Spring Book Sale will be April 24, 25, and 26, 2020. Set up will be Thursday the 23<sup>rd</sup> and take down on Monday the 27<sup>th</sup>. Pam will handle the advertising. Members were encouraged to post the sale on their Social Media accounts.
- b. During National Library Week the FOL will present each library staff member a \$10 gift card from Barnes and Noble. Jackie will purchase the cards. (Approved per standing orders.)
- c. West Fest will be held September 19<sup>th</sup>. Jackie will contact volunteers to walk or ride in the parade. Pam will make signage for the FOL vehicle to inform parade goers that children can receive one free book at the next book sale. FOL will work with the library to have a booth where information about FOL can be handed out.
- d. The Fall Book Sale will be September 25, 26, 27, 2020. With set up on Thursday the 24<sup>th</sup> and take down on Monday the 28<sup>th</sup>.
- e. The Annual Meeting will be Tuesday, October 20<sup>th</sup>, 2020 at 7:00m p.m.
- f. Pam will place an order for 500 bags to be used at the Bag Sales. The color lime green was chosen for the bag with navy blue lettering. (Approved per standing orders.)
- g. Deb presented a new Invoice form. Copies will be kept in the FOL box at the library.

**7. Adjournment.** A Motion to adjourn the meeting was made by Jackie and seconded by Katherine; approved by all.