

Friends of the West Fargo Public Library

Meeting Minutes

Date: September 30, 2021, at 6:00pm

Location: West Fargo Public Library Meeting Room 1

In Attendance:

Stephanie Shea, Carissa Hansen, Ellen Rossow, Maria Kramer, Deb Toddie, Cailin Shovkoplyas, Mari Krajewski, Donelle Richmond, and Carolyn Fiechtner

The meeting was called to order by President Deb Toddie.

1. Approval of Minutes

The August 5, 2021, minutes were reviewed. Cailin motioned to approve the minutes and Deb seconded. No opposition. Motion approved.

2. Treasurer Report

Cailin reported this is the last day of the fiscal year, and an audit of the books must be performed today after the meeting. Stephanie Shea agreed to review the books and sign off on the audit. There is an ending balance of \$14,196.07. Cailin ran through the expenditures. Steph motioned to approve the treasurer's report and Donelle seconded. No opposition. Motion approved.

3. Library Report

1. Director's Report - Carissa shared that the library 3-Year Strategic Plan has been reviewed and approved by the Library Board for the years 2022-2024. Carissa shared that the library has a new mission and vision statement, which really captures the strategic plan of outreach to young children and parents, teens, new Americans, and support and inclusion for all library patrons

2. Carissa discussed grant funding. Looking into Otto Bremer to apply to a grant for funding play equipment and possibly hire interns for the Little Red Reading Bus. Application is due 10/7/21 award date is in January of 2022. Looking at a second fund request to use towards the purchase of a new bus. Focusing on sponsorship funding, business partnerships within the community for funding sources as well.

4. Old Business

- Fall/Winter Fundraisers - Book sale is this weekend. Friday is a member only sale, Saturday is the general sale, and Sunday is the bag sale. Cookie recipes will be collected at the book sale and members can receive a free book with a recipe submission. Steph contacted Barnes and Noble regarding their Holiday Book Sale without any response. Holiday gift wrapping at the mall, Ellen will send her contacts to Steph to reach out for more information on this possible fundraiser. Deb is working through some IRS technicalities in order to set up a possible Amazon Smiles fundraiser. Cailin reported that the schools will not be holding in person book fairs. We are looking for volunteers to host the Harvest Festival / Ready to Read Launch caramel making table.

5. New Business

- Summer Reading program/Little Red Reading Bus – there is a name change to Summer Boost Program. A mobile library task force is forming. Goals of combining traditional elements for reading and including active learning hands on experiences. Little Red Reading Bus replacement capital campaign – a new vehicle is needed. A total of \$230,000 is needed for a new van, which is fitted for our mobile library needs. Currently, raised to date is \$15,000, need a remaining \$215,000. Looking for major sponsors in the business community. The Library Board approved the campaign proposal during their 9/9/21 meeting. Cailin motioned to approve the campaign proposal and Steph seconded. No opposition. Motion approved.
- FM Area Foundation Agreements – if approved, the foundation will be used to manage capital funds, perform the audits of funds, and the investing of funds. Carissa discussed the types of funds available, permanent endowment, quasi-endowment, and a special project fund. Carissa discussed how the foundation could help with the proposed capital campaign. After discussion and questions, Deb motioned to move forward with creating funds with the FM Foundation for a permanent endowment, quasi-endowment, and special project funds for the Little Red Reading Bus campaign and a West Fargo Public Library special project funds and Cailin seconded. No opposition. Motion approved
- Onboarding date has been set for October 23, 2021.
- Friends of the Library National week is October 17-23, 2021.
- A new volunteer position to the Friends of the Library has opened, communications liaison. This person will work with the library communications specialist on social media posting. Cailin will fill in for now until a member expresses interest. She is currently working with Ellen on a Facebook launch for the Friends and will continue assisting in this area until someone else volunteers.
- Voting of Officers – Deb is stepping down and not seeking another term. Thank you, Deb, for your years of service to the Friends, as an officer. Deb will continue volunteering. Cailin and Carolyn will stay on in their roles. Cailin motioned Mari to be elected as vice president and Steph to be elected as president and Deb seconded. No opposition. Motion approved.

6. Adjournment

Cailin motioned to adjourn the meeting and Deb seconded the motion. No opposition. Motion approved.

Respectfully Submitted,

Carolyn Fiechtner

Friends of the Library Secretary

Next Meeting

December 2, 2021, at 6:00pm West Fargo Public Library