

Special Notice: We NEED YOUR HELP!

Elections of new officers will be held during the May 16, 2017 meeting. We need nominees for the offices of President and Treasurer. Per our by-laws, if these offices are not filled FOL, will need to disburse all funds and dissolve. Refer to notes under officer elections section in this report.

The February 21, 2017 meeting of the Friends of the Library FRVPLD was called to order by President Mary Todd at 7:00 pm in the library meeting room. Roll Call: Mary Todd, Angelique Draftz, Carol Prang, Kathie Tennis, Mary Piper, Eleanor Mamayek, Belindia Elliott, Mary Maloy, Pat McNana, Kathy Ross, Roxy Zimmerman, Kirsten Finneran.

Mary Todd introduced a **welcome activity** in memory of her mother, Mary. Lottery scratch-off cards were distributed in envelopes that included a penny. Members exchanged sealed envelopes according to criteria reminiscent of Mary's life. Once all criteria were met, members opened their envelope and scratched-off their card. Kathy Ross and Kathie Tennis were winners.

Minutes of the January meeting were presented. Angelique made a motion to accept, Belindia seconded the motion. The vote was unanimous to accept and the minutes will be filed.

Treasurer's report: January: beginning balance 1/1/17 = \$27,344; income = \$0; expenses = \$7,338.77; ending balance 1/31/17 = \$20,005.86. Outstanding deposits = \$210.99 Outstanding checks = \$515.00 . Net balance=\$19,701.85. Carol Prang moved to accept the report; second by Roxy Zimmerman, motion carried by unanimous vote. Angelique will request an ATM card from the bank so she can direct deposit checks to the FOL account.

Kristin Finneran presented the **Library Report**.

Kirsten made new name cards for all FOL members—THANK YOU Kirsten!

Spring 2017 Newsletter: The Spring 2017 newsletter is scheduled to mail on Wednesday, Feb. 21.

The Rock Our Blocks program, featuring the block set purchased by FOL, will debut this Spring. There are 2 programs planned to teach patrons how to use the digital conversion systems, purchased by FOL. Dates for these programs are included in the Spring newsletter along with a thank you to FOL for the donation.

The dates for donation day and for the book sale are featured on the back page of the newsletter

Staff Workspace Moves: The library is going to begin more fully utilizing the vacated Township space. Brian Wing, Facilities Manager will be in the far northwest office. The PATS department (Karin Nelson, Kathy Shrum, and Kathy Kelly) will reside in the office closest to the west door to the outside, where the disc cleaner is currently residing. Mary Povilonis will move to the office with the counters, so she can keep invoices stored and accessible.

Because of this move, the volunteers setting up the book sale are asked to use the back hallway to move books into the meeting room and to store boxes, etc. back in our space.

St. Patrick's Day Parade: The library will march in the annual East Dundee St. Patrick's Day Parade. The parade is on Saturday, March 11 at 11 a.m. We are excited to debut the new van wrap, accompanied by our Book Cart Drill Team who received second place at last year's parade. We would love to have the Friends march with us! Call (224-699-5834) or email (kfinneran@frvpld.info) Kirstin if you would like to participate.

Summer Lunch Program: The library will need volunteers to help assemble and serve the lunches. Also needed are volunteers to act as supervisors. Supervisors will be needed Monday through Friday, from 11:30 a.m. to 1:30 p.m. You do not need to volunteer every single day, but on a regular basis like every Monday, or every Tuesday and Thursday, etc. The lunch program starts on Tuesday 5/30/17 and runs through Monday 8/14/17. Please let Kristen know if you are interested, or send an email to Cris Cigler at ccigler@frvpld.info.

Belindia suggested the library contact Com Ed re: cost of electricity to run refrigerator. They may reduce the bill to reflect this program.

Summer Reading Request

Kristin showed brief video clips of the storyteller hired to provide entertainment during the kick-off picnic.

The library is requesting a donation of \$600 to cover the cost of t-shirts to promote the summer reading program as well as entice community organizations and businesses to become sponsors. The front of the t-shirt will feature the "Reading By Design" logo, and on the back will be the Friends of the Library logo, as well as the logos/names of sponsors donating more than \$250.

Approximately 100 T-shirts will be purchased and distributed to the library staff, summer reading program volunteers and FOL members who volunteer during the kick-off picnic. Staff will wear the shirts at the picnic and random times throughout the summer. Kathie Tennis and Mary Todd asked if we could split the cost and donate \$300.00. FOL members had several other questions. Members agreed to discuss this proposal and vote at our next meeting (March).

Library Volunteers

Two of the library volunteers will be available to help at the Drive-Up Book Donation Day.

The library is requesting that library volunteers be allowed early entry to the first night of the book sale, as an incentive to and thank you for volunteering.

The members approved the request and suggested that they and any interested library staff plan to arrive an hour before the doors open on Thursday evening to have adequate time to browse the shelves.

Mary Todd suggested the **By-laws Review Committee meet at 6pm on March 21st**. Members include Mary Todd, Belindia Elliott, Linda Ptack and Carol Prang.

Officers to be elected this year are President and Treasurer as Mary Todd and Angelique's two year terms will end. We need nominations to fill these seats by the April meeting so elections can commence during the May meeting.

Looking for volunteers for these positions who are not currently members of FOL was discussed and agreed to. Kirsten has various social media and community outlets she could contact for help filling the positions. Current library volunteers, who are not members of FOL, may be queried for interest.

People interested in these positions are welcome to contact Mary Todd and Angelique to discuss the duties and perhaps shadow them.

Per our by-laws, if these offices are not filled, FOL will need to disburse all funds and dissolve. Please encourage anyone who might be interested to attend our next meeting and talk with Mary and Angelique.

Belindia will continue as book sale chair and Roxy will be asked to serve another year as VP.

Drive-up Donation Day: Saturday, March 11th 9am-12pm. Volunteers are needed to help collect donations and to sort. Carol Prang, Belindia, Kathie Tennis, Mary Piper will be there. There are 2 high school volunteers who will help, they were asked to be there from 9am to 1pm. Anyone else who can help for an hour or more on March 11th is most welcome.

March Book Sale – Belindia. Dates are March 30 – April 1, with set up March 29 and clean up April 2. A volunteer sign-up sheet was passed. Belindia will contact Fred Bazzioli to see if he wants to continue to participate in purchasing books and taking the leftover books. Mary Todd sent emails to the schools asking for volunteers. She has not heard back yet. She also contacted Kohl's and learned we can request volunteers from there multiple times each year. A request was made but she has not heard back yet.

Karin researched organizations and companies who will collect left over books after the book sale. She created a comparison chart of 4 such companies. Mary Todd will scan the chart into a computer document and it will be distributed with the minutes or shortly after.

Carol Prang moved to adjourn; second by Mary Piper; meeting adjourned 8:00 pm. The next meeting will be March 21, 2017 at 7pm.

Mary Maloy for Bonnie Kalaway, Secretary.

DUTIES OF FOL PRESIDENT AND TREASURER:

Open: President

Term: 1 year, officially starts on June 1.

Duties:

- * Presides over monthly meeting: prepares agenda, leads discussion, ensures proper procedures are followed when proposing and accepting/rejecting motions.
- * Prepares Annual Report on activities of the previous year.
- * Assists treasurer in the preparation of the Annual Budget
- * Acts as liaison to library staff.

Open: Treasurer

Term: 1 year, officially starts on June 1.

Duties:

- * Receives all funds from donations and deposits them into Friends' bank account.
- * Writes checks for supplies, program performers, etc.
- * Keeps financial records of the Friends including income, expenditures, and assets and presents a statement of accounts at monthly meeting.
- * Prepares Annual Budget, including projected income and expenses, with the assistance of the President.
- * Completes and files any required financial or legal forms, including the Annual Return to the IRS (Form 990). Pays sales taxes due to the State of Illinois in a timely manner.