

**Friends of the Chelsea District Library**  
Executive Board Meeting  
April 3, 2015

**Call to Order**

- The meeting was called to order at 6:35 pm.
- Attending: Marie Brooks, Michele Mullens, Sue Whitmarsh, Stephanie Dever, Jennifer Kundak, Jan Carr, Linda Ballard, Michelle Tuplin, Mandy Higgins

**Minutes**

- The contents of last month minutes were approved.

**Directors Report**

- Linda reported.
- The library audit is almost done.
- The Authors in Chelsea program was a huge success. A nice variety of authors attended. This was the first year of a two day program.
- The Literary Walk coming up in April.
- Budget planning about to start for 2016. A budget will go to the board in September.
- Update on Vidie who is the South African participant in the librarian exchange.
- Executive summary figures are on the audit. There is a 32% increase of participants in programs. As web programs increase, the door counts decrease.

**Chair Reports**

**Membership**

- Michelle Tuplin reported.
- “Mop up” letter going out to try and collect on our membership drive. People sign up in the fall or January. Discussed maybe doing a letter twice a year, at the October Drive and the end of January. Discussed spacing out the requests for renewal.
- Jennifer K. suggested we do phone calls for the membership drive. There was discussion on if this would be effective or not.
- Discussion on an on-line sign up option. Melanie has looked into this for us. Discussed how to we give our members incentives to sign up again and how can we make things easier via electronics.

**Communications**

- Stephanie reported.
- Working on a few ideas in regards to marketing. She will be reviewing the events list.
- Discussion of a small Earth Day project. This was regarding the recycling of books and using the library to cut down on purchases.

- Jennifer Kundak pointed out that this is the 45<sup>th</sup> anniversary of Earth Day.
- Also mentioned that we need to add Stephanie to the minutes emails so that the final distribution of minutes can be posted on website.

### **Treasurers**

- Nancy reported.
- Gift Certificates ordered for the staff appreciation luncheon.
- Bought \$25 gift certificates and purchased supplies.
- Went over money earned by books by chance, book cart, and the book sale.
- We will owe sales tax and will be submitting on-line for the first time.
- Went over account balances and averages for all sales.
- Furniture is ordered and will be installed at the end of May.
- Jennifer Kundak mentioned that we need to clarify that there are no preview sales.
- A staff member from the CRC took many of the books that had not sold and the residents are very appreciative.

### **Hospitality**

- Michele reported.
- Discussed the night before prep and set up for staff appreciation luncheon.
- Jan Carr to help the night before.
- There will be a 4/14 evening set up., and there is enough coverage for this event.

### **Book Sale Task Force**

- Jan Carr reported.
- One person is needed to be a cashier for the upcoming sale.
- The new banner will have the time of the sale on it, because the change out is very easy if needed.
- Age Requirement for help at the book sale-teenagers are welcome but need someone with them to supervise them.
- Yard signs are still available to put out for the book sale.
- Jennifer Kundak will put out book sale bookmarks at the church community breakfast.

### **Old Business**

- Free Little Libraries-Sue has had no update at all from Cheri Albertson. She is not responding to emails, phone calls, etc.
- We are anxious to make this happen this spring.
- There is a new Free Little Libraries book out.
- Cynthia spoke to John Hanifan at the Parks and Rec meeting and they are all enthusiastic about it.

### **New Business**

- Sign up sheets for the Chelsea Expo.
- Star Wars Day-May 4<sup>th</sup>. Prizes were discussed, we'll keep our eye out for cheap give a-ways. Jennifer got Star Wars fabric for table at 5/4.
- Mid West Literary Walk sign up seems to be covered.
- In regards to the exchange, Sue would like to donate money towards Vidie's spending and walking around money. Sue suggested a \$200 donation. Motion made and was approved. We will discuss with Bill for the best way to handle cash distribution.
- In regards to long range planning, we discussed hosting a workshop. Will meet as a smaller group to decide what to do. Jennifer Kundak to follow up and see what is needed from FOML. A possibility of having it during National Friends of Library Week. We would host and FOML does the program. Maybe Chelsea Friends would give library tours.
- Jennifer Kundak passed out flyer for a May 18th author luncheon through FOML.
- Discussed Chelsea Chalk Art Contest during Summer Fest, Jennifer Kundak shared flyer with board.
- Discussed maybe having a task force for long range planning. Jennifer Kundak has an itinerary/ideas regarding this. Any interest send a note to Sue, 3 year plans.

**Next meeting at 10:15 am on 5/2.**

Adjourned at 7:45 pm