

**Friends of the Chelsea District Library**  
Executive Board meeting  
January 30, 2016

**Call to Order**

The meeting was called to order at 11:17am

Nancy Neff, Michele Mullens, Stephen Eberle, Gary Munce, Sue Whitmarsh, Michelle Tuplin, Amanda Tarasow, Mandy Higgins, Linda Ballard, Lori Coryell, Jan Carr, Julia Strimer, Jennifer Kundak, Jerry Gilliken, John Gourlay, Lynn Fox, Dayle Wright, Lori Coryell

**Minutes**

- The contents of December minutes were approved, with the correction of a name spelling.
- To save on paper, we will only be emailing the minutes for review.
- We need to get December minutes up on the website.

**Directors Report**

- Lori Coryell, the new director reported.
- Lori will be attending our meetings from now on.
- At the library board meeting three new board members were sworn in.
- Discussed how helpful Linda Ballard has been in the transition between directors.

**Chair Reports**

**Treasurer**

- Nancy Neff reported.
- 2015 budget and proposed 2016 budget discussed.
- Based on the wish list from the library, and last years budget.
- Account balance is close to \$13,000

- WiFi hot spots are a new item. The library has been piloting a new program. There are 6 that can be checked out at the circulation desk. No deposit required.
- Gary covered wish list items with attendees.
- Nancy discussed in detail her budget for 2016. She will be sending a check to the endowment fund. Discussed business expenses, luncheons, conferences, etc.
- Also discussed income-book sales, books by chance, friendly book cart, membership, etc.
- Motion to approve the wish list as given by Nancy.
- Jan Carr discussed what if additional items are requested. The board will be consulted for additional approval.
- Motion passed.
- Gary inquired if Friends are interested in seeing the budget. Friends are, so we will put budget on the website.
- We need to make sure all our emails are on file.
- Nancy to share financials before each meeting with Mandy to distribute with minutes, if time permits.

### **Membership Chair**

- Michelle Tuplin introduced and reported
- Michele Mullens would like to increase budget for staff luncheon by \$200. Motion to approve 2016 budget, motion introduced and approved.
- Michelle explained how we are recruiting and maintaining members. There are new membership levels, new bookmark.
- There is a desperate need for an online automated database. Gary and Michele working on this goal for the year.
- We are changing it from mid year cycle to calendar year

cycle. This will affect how we compare numbers. We would like an online automated payment system. There is a 2.2% fee for online charges. Friends will get a receipt and a thank you acknowledgement automatically. A digital format can be used as a driver for communication thus making things easier. Checks will still be accepted.

- The last count saw 37 new paid members, but this may not be accurate.
- Our goal is to avoid mid year sign ups.
- Julia Strimer discussed those not having computer access. We can snail mail those without access.

### **Hospitality**

- Michele Mullens reported.
- She needs a date for staff appreciation luncheon. Discussed 4/13, 12-1:30pm.
- Linda said that week might not work. She is going to check and go from there.
- Board members and Friends will be invited. We need to put an RSVP in the invite to help Michele with counts.
- Festival of tables update, we cannot participate this year due to scheduling.
- Jan Carr gave us a festival update. They have 18 tables sponsored. It will be at the Methodist Church on 2/17, 10 tickets left. This is a fundraiser for the Senior Center.

### **Communications**

- Stefanie Dever had to step aside. Sue Whitmarsh introduced Amanda Tarasow as a new board member. Amanda will help keeping Facebook and our website up to date.

### **Book Sale Task Force**

- Jan Carr reported.
- We had a great January sale. There will be a sale the first weekend in February to coincide with The Chocolate Extravaganza. Two more people needed to help.
- Grand opening of Civil War exhibit. We will have space to sell Civil War themed books at the exhibit.

## **New Business**

- Gary Munce reported.
- Sign up sheets for events were on the table.
- Sue would like Friends to act as ambassadors at our events. We should invite people to join, work on staff appreciation lunch, attend the Expo, MLW, etc.
- Literary walk will be shorter this year, April 30th.
- Discussed Farmers Market table.
- Gary discussed sustainability, need to come to consensus on what we want to focus on in the next year. How can we move forward without re-inventing the wheel?
- Gary did a bylaw review discussing what the Friends role is. Gary wants to know what the friends should do that could contribute to the role of the Friends.
- Julia Strimer would like an Earth Day theme, which is always on 4/22.
- Gary reiterated that we take the lead based on the library needs.
- Jennifer Kundak discussed the McKune anniversary. A dogwood tree marked a corner, can the friends plant a new one, maybe not on Earth Day, but another time?
- Sue suggested that the Friends talk to the program heads well ahead of planning time. A new Friend discussed the Flint Crisis and the plastic bottles. There

is no current Earth Day programming at the library. Linda pointed out this needs to happen months ahead of time as last minute programming requests are very difficult.

- Jan requested that we get the sign up sheets on the website.
- Julia discussed using Sign Up Genius for Friends volunteers. We are all in agreement that this needs to happen and is within our capability.
- Gary discussed our need to maximize our website presence.
- Strategic Planning-Sue discussed with Lori that we are going to work on 3 year strategic planning. Lori discussed having Friends representation in regards to the library planning.

#### **Public comment**

- Jennifer Kundak discussed FOML 4/14 in Saginaw. She is on a panel speaking at this conference. She will have more information in February. Pictures of all the FCDL officers and all board members on the web page should be considered.
  - Dexter District Friend was very impressed with our meeting attendance. He had questions about the endowment fund, which Linda Ballard answered and explained.
  - Next meeting on 3/5 at 10:15 am in the McKune room
- Meeting adjourned 12:28pm