

**Friends of the Chelsea District Library**  
Executive Board Meeting  
April 2, 2016

**Call to Order**

The meeting was called to order at 10:15am.

Michele Mullens, Stephen Eberle, Gary Munce, Mandy Higgins, Jan Carr, Lori Coryell, Jennifer Kundak, Julia Stiver, Nancy Neff, John Budinger

**Minutes**

- The contents of March meeting minutes were approved.

**Directors Report**

- Lori Coryell reported, report attached.
- Gary discussed Authors in Chelsea event. Each of the three authors appreciated that the Friends were a sponsor of that program and expressed their gratitude.

**Chair Reports**

**Treasurer**

- Nancy Neff reported, report attached.
- Gary discussed book sale sales. Nancy confirmed that we are right in line with sales compared to last year.
- Nancy discussed letting Friends sell old library equipment, ie)computers. Lori is going to ask about that, since they are replacing some staff computers in the near future.

**Membership Chair**

- Michelle Tuplin was absent, Gary reported.
- Two new members in March, 58 total this year. Gary will be contacting past members by phone and by email.
- Jennifer and Steve willing to contact people. Jennifer discussed conflicts of Saturday mornings, and membership.
- Gary stated that membership is a top priority because we raise money by membership and the book sales. We are not making a lot of money off membership. We need to have a frank discussion about membership and how much time we put into it. We need more members to get more members,

which feeds back to fundraising. Gary thinks we should review what we charge and look at the relationship between library board and Friends. We should build from that platform before we launch off on a membership drive. The Friend's main goal is to raise money for the library.

- Julia discussed how good the book sales are. Members need to feel needed, can we think of other venues for new members to help with? Have we ever had all the members together other than just January meeting? Julia feels participation needs to be more diverse.
- Steve discussed how do we make members feel active? Lori stated that she needs help with 10<sup>th</sup> anniversary special photo display. For this project we need trained docents to talk about the banners. Jan stated that some people like one off events to help. So we could offer onetime opportunities to members. Jennifer referred to general membership meeting at her house in 2009/2010, which provided a welcoming atmosphere. Also, for onetime events we should keep in close touch with the youth dept. and plug in opportunities there.
- . Jan discussed that Friends need to know more about the annual membership. The earlier you join in the year the more you get out of it.
- Gary mentioned that members have been contacted twice.
- Julia mentioned that the Friend's web page needs more development.
- Steve discussed that we could provide a list of ongoing opportunities for Friends on the website. Gary mentioned that the library is going through a major website revamp, and the Friends will be going through that too. We are having trouble with the execution page.
- Julia wondered why we can't we have the library help us? This is outside the scope of what the library can do to help us.
- Gary discussed that we need to understand the relationship between the Friends and the Board. We also need to define why people should be a Friend, and make that clear. We all need to be clear on our by laws.

## **Hospitality**

- Michele Mullens reported.
- The caterer is secured for the staff luncheon.
- Everyone has been emailed in regards to luncheon volunteers. Friends are trickling in. Plaid Melon is the caterer.

## **Communications**

- Amanda Tarasow has resigned. She felt her skills were not a good match.
- Word Press website skills are needed.
- Posted the need in the library newsletter and Facebook.
- Jan Carr suggested we look at various websites to get ideas. Gary suggested looking at Friends websites, which he has been doing. Jennifer suggested looking at the FOML website because they have a person that is paid to do this. Gary registered on their website, and he envisioned ours to be like this. Gary is working on continuity for a sustainable easy to use website. Word Press is a great way to keep it sustainable.

## **Book Sale Task Force**

- Jan Carr reported.
- We are well staffed for the April book sale.
- Jan mentioned our need for copy paper boxes.
- Anyone can add topics to the agenda for the Book sale meeting. It is scheduled for 4/20 at 7:00pm.

## **Old Business**

- Regarding meeting times, we need to think about alternate meeting times.
- We are going to keep the first week of the month as the meeting time.
- Monday is the set time for May. Julia says we should keep Monday the set time, a big discussion followed. Monday night in May is motioned, and moved.
- Anniversary planning starting, there is a sign up for volunteers on the website.

- Farmers Market table is coming and starts 4/30. We may have two shifts of two people.
- Jennifer updated us on the FOML workshop. Gary is also attending. The next workshop will be in October. FOML will be having strategic meeting also.

### **New Business**

- Jennifer discussed Thrivent, action grants available for Friends or the library to use for certain needs. It is not hard to get the grant. We need to find someone to write the grant, and help Jennifer. There is no deadline.
- Gary discussed term lengths for at large members of the board and how we must follow the bylaws.
- Jan will discuss with the attorney, Laura Goderis, at large members and the by laws. Committee chairs have no term limits.
- Discussed fundraising and advocacy.
- Steve wondered if we are leaving Friends out by using email.
- Julia mentioned Earth Day this year and the trees for earth movement.
- Gary discussed sending out by laws and video link before the next meeting.

Meeting adjourned at 11:27am