

## Friends of the Chelsea District Library

### Minutes of the Board Meeting: August 8, 2019

1. The meeting was called to order at 5:30 pm.
2. Roll Call: Gary Zenz, Jan Carr, Linda Ballard, Jean Vargas, Sue Skiendziel, Michele Mullens, Nancy Neff.
3. There was no public comment.
4. The agenda was accepted as amended.
5. The Minutes of the July 11, 2019 board meeting were approved.
6. In the Director's absence, Assistant Director Linda Ballard reported on some items of interest.
7. **Chair Reports:**
  - a. Secretary Sue Skiendziel reported on some changes on how to access the Google Documents for the Friends. She will write up some instructions to bring to the next meeting.
  - b. Treasurer Nancy Neff presented the financial report for July. It was noted that it was a banner month for the book sale.
  - c. Hospitality Chair Michele Mullens asked for a floor plan for the Apron Strings exhibit so that she can plan the set up for the October Tea that we will be hosting during the exhibit.
  - d. Membership Chair Jean Vargas reported that there are 270 members. She suggested a change to the membership application card for next year, to include a choice for "donation". Also, it was agreed by all that the cardstock should not be shiny, so that it will be easier to write on. Jean and Jan Carr will be meeting to further discuss the updated of the cards and the brochures.
  - e. Used Book Sale Chair Jan Carr reported that she still needed a couple volunteers for this week's book sale. She also said that the recycling bin is filling up too fast. They have learned that they can purchase two bins for \$150 with a \$50 charge per year. She suggests that they wait a while to see if we need the extra bins for sure. She has a new contact in Ann Arbor who might be able to take away our unwanted books.
8. **Old Business:**
  - a. There was lengthy discussion about the proposed job descriptions that were prepared by each board member. After final edit suggestions are made, each board member will email the updated description to the other board members by Thursday, August 15<sup>th</sup>. At that point, they will be approved by the other board members.
  - b. Gary showed the proposed layout for the nametags for board members.
9. The meeting was adjourned at 7:45 pm.