

Friends of the Chelsea District Library

Board Meeting Minutes: September 12, 2019

1. The meeting was called to order at 5:30 pm.
2. Roll Call: Gary Zenz, Jan Carr, Linda Ballard, Sue Skiendziel, Jean Vargas, Nancy Neff, Michele Mullens.
3. There was no public comment.
4. After an addition, the agenda was accepted.
5. The Minutes for the August 8, 2019 were approved.
6. The Director's Report was given by Assistant Director, Linda Ballard. Some highlights of the report are:
 - a. The Staffed Dedication went well.
 - b. She reported on some staff changes. Scott Rakestraw will be the new Network Administrator beginning on September 30th. Keegan has taken a job at another library, and Shannon Powers is now Head of Information Services.
 - c. She reminded the board that a "Friend of the Year" needs to be nominated. There was some discussion about who this could be.
7. **Chair reports:**
 - a. Sue Skiendziel, Secretary, reported that the job descriptions have been posted to the Friends' website.
 - b. Nancy Neff, Treasurer, went over the financial report for August. Upon request from the Head of Circulation, \$20 more will now be kept at the desk in the Friends' envelope for purchases.
 - c. Michele Mullens, Hospitality Chair, began discussion about the upcoming October Tea. After discussion about the food, it was decided that we will continue to accept the food from Zingerman's. Set-up for the Tea will be Saturday morning, October 19th.
 - d. Jean Vargas, Membership Chair. After some discussion, a motion was made that a \$50 gift card from Serendipity Book Store be purchased for the New Member Drawing. The motion was seconded and carried unanimously. This will be instead of the Kindle Reader that has been given in previous years. Jean reported that there will be a table available for us in the lobby area to staff during Friends of the Library Week in October. Gary will send out a Doodle for board members to sign up for times to staff the table.
 - e. Jan Carr, UBS Manager, reported that we have received new book bags to sell. She is hoping that the new bookmarks, which will be printed on flat cardstock instead of shiny, will be available by the November book sale. Next month the board will review the Friends' brochures for possible revisions.
8. **Old Business:**
 - a. The Work Plan was reviewed, and changes were made as needed.
 - b. Gary is working with Patty Roberts on having the name tags made.
 - c. Gary will ask Patty for help in producing promotional items for the October Tea.
9. **New Business:**
 - a. Board members will review the By-laws and bring any suggested changes to the next board meeting.
10. The meeting was adjourned at 6:55 pm.

