

Brandon Twp. Public Library
Friends of the Library
Meeting Minutes
Date: Jan. 10, 2023

Members Present: Tom R., Alan A., Margaret C., Tina A., Bill P., Stan H., Carol R.
Staff/Liaisons present: Fran H., Jay T., Shauna Quick

1. President's Report:
 - a. Call to order 6:02
 - b. Welcome and introductions
 - c. Approval of Agenda- motion to approve, 2nd, carried

2. Vice President's Report:
 - a. Alan and Shauna have been working on membership dues collection via the library website. It is up and running. Members are encouraged to try it out to renew their memberships. Contact Shauna if there are problems.

3. Secretary's Report:
 - a. Approval of Minutes: motion to approve, 2nd, carried
 - b. Margaret is beginning her time as Secretary.

4. Treasurer's Report: Patty was unable to attend tonight but she sent in her report.
 - a. Checkbook review: current account balance= \$17,783.03
 - b. Sales report: online sales (Dec.) \$236.37, cashbox amount to be reported by Patty soon.

5. Finance Committee Report:
 - a. Alan presented a year end summary of online sales and explained categories the books fell in. He reported comparisons of 2021 and 2022. Sales were up 9% from 2021. Total online sales were 2,873 books and 15,870 books were placed on store shelves.

6. Membership Committee Report:
 - a. Margaret has drafted a letter to send to Ortonville DDA members asking them to become FOL member businesses.
 - b. Alan suggested it is time for a Membership Drive. It will be discussed at Feb. meeting.

7. Bookstore Committee Report:
 - a. Tina commented that she feels that the bookstore is successful partly because it looks like a store.
 - b. Tina has been cleaning/organizing the backroom and returned some items that belong to members.

8. Fundraising Committee Report: tabled

9. Library Director Report: tabled

10. Library Board of Trustee's Liaison Report:

- a. Jay thanked FOL for their donation to the library.
- b. Jay thanked us (and gave us Jan's thanks) for welcoming them to our meetings as Board Liaisons.
- c. Susan Hagen and Verna Cole will be the next Board Liaisons.

11. Library Staff Liaison Report:

- a. Fran thanked FOL for their support of the Battle of the Books program. Our group purchased 12 sets of the books needed for the teams. There will be 7 teams participating this year so some sets of books will be returned. The event is May 1.

12. Unfinished Business:

- a. Silent Auction results- \$1,119 was raised.
- b. Welcome letter for new members-Tom stated he is working on it.

13. New Business

- a. Online membership demo-
 - Shauna demonstrated how to find the membership info on the library's website.
 - She explained how FOL officers can use the info. Shauna showed how to sign up as a member.
 - The group discussed if people would take advantage of the free book vouchers, it was decided to leave them as they are.
 - Shauna developed a welcome letter that the group agreed will work on the website.
 - It was decided to require an email address but not a phone number.
 - For donations the email will be recorded and a thank you will be auto-generated.
 - Payments by cash or check can be added on the back end. In 2024 invoices will be automatically generated for members.

14. Adjournment- Meeting was adjourned at 7:03.