

## Friends of Brandon Township Public Library

Meeting Minutes

Meeting on March 9, 2026

Members present: Tom, Monika, Margaret, Stan, Alan

Staff / Board liaisons present: Fran, Jan, Laura

1. President's Report – Tom welcomed everyone and began the meeting at 6:00 PM – the agenda was approved after Laura added "renew FOL bookstore contract" under New Business
2. Vice President's Report – Margaret shared information from an email that came in from the Association of Library Friends; there are several interesting in-person and virtual meetings coming up in March and April – general discussion
3. Secretary's Report – Monika reported that she checked the FOL bylaws, and they don't specify how long we must keep the meeting minutes; we had decided last month to keep the minutes online for one year; regarding approval of Feb. meeting minutes, there was one error regarding kids' books pricing; otherwise, the minutes were approved
4. Treasurer's Report – Patty is under the weather and unable to attend; Tom stated we will review the Treasurer's report at the next meeting
5. Finance Committee Report – Vacant
6. Membership Committee Report – Vacant
7. Bookstore Committee Report – Margaret said that in February, they sold a lot of kids' books at the 10 for \$1.00 special price, and people were thrilled! She reported that recently, a lot of book donations have come in, such as cook books and self-help books, largely in great shape; so far in March, John has made \$311.00 in online sales – Laura asked about whether or not the FOL accepts text books; apparently the donation sheet says that we don't – discussion – it was decided that the sheet should be updated to state that we do accept text books
8. Fundraising Committee Report – Vacant
9. Library Director Report – Laura reported that two new Board trustees have been seated; Jason Sotzen and Keeley Jones – the August 7 family fun day has now been renamed to Centennial Extravaganza – Laura said the Centennial Club mug sales have been going well – she reported that her staff are completing Kulture City training in its second year – the \$500.00 from the FOL was used to restock the staff coffee cart including snacks – the staff appreciates our donation!
10. Library Board of Trustees Liaison Report – Jan also spoke about the two new Board members; Jason and Keeley are the new members, only until November; at that time, there will be elections; per Jan, the Board of Trustees are also now reviewing their bylaws again to make any needed improvements
11. Library Staff Liaison Report – Fran gave out eight bibs and board books in February; she reported that the Drop in & Play was a huge success, and she will do another one in April —so far March has been a successful month; Fran also gave out FOL bookstore coupons at the local schools during literacy nights; Margaret said we will put book vouchers into the summer reading kits

## 12. Unfinished Business

- a) Library 100th anniversary fundraising ideas – no ideas today
  - b) Quilt Raffle – Margaret had the quilt finished at Q's Quilting in town, and the lady did it for free! However, she wants her business name included on the raffle tickets – Monika will work on including that information – Laura asked if we will have ticket sales at the front desk – discussion – she will ask the managers what they think – Tom inquired whether the tickets are ready, and Monika said we will need a brochure or a flyer with photos and dimensions of the quilt to facilitate ticket sales; Margaret will provide a flyer, and Monika will print the tickets – discussion about availability of portable display stand for quilt
  - c) M-15 Garage Sale Book Sale – Margaret said only one person volunteered for selling on Friday, which isn't enough, so the decision was made to sell only on Saturday, May 2; the pricing will again be \$5.00 for a bag of books
  - d) August 7 Family Fun Day (6 – 8 PM) is now Centennial Extravaganza – Margaret showed us the craft idea she came up with for our booth, a suncatcher made from old CDs and then embellished
  - e) FOL Meeting Minutes archive – discussion – the online minutes we previously decided to keep for one year; Alan suggested instead of paper copies, we can put everything on a flash drive – the decision was made to back up everything each year in December onto flash drives and keep them for seven years
  - f) Teen Advisory Board Donation for Grant Writing for Grant Writing (\$250 - \$300) – Laura put together a Grant Application – the teens can fill out the template she came up with, which is a great learning tool; they should also present at one of our meetings – Alan asked to include the grantor, i.e. including something in grant paperwork how that grant aligns with the FOL purpose or mission – we decided to include the Purpose statement from our bylaws on the application – Laura will revise and re-email same
  - g) \$500.00 FOL donation to staff – this went to restock the coffee cart
13. New Business: Laura presented our new lease contract for the FOL bookstore; it was signed by the appropriate offices and paid with \$1.00 from petty cash
14. Adjournment of Meeting – the meeting was adjourned at 6:56 pm