

Friends of the Brandon Township Public Library

Minutes of November 20, 2018

Note taker-Sara Ault

Call to order: 5:59 pm Tom Roberts

1. Roll Call: Rebecca Higerson, Jenny Roberts, Margaret Crockett, Sara Ault, Tom Roberts
2. Approval of agenda: Motion to accept by Margaret Crockett, 2nd Jenny Roberts with additions
3. Approval of Minutes as written: Motion to accept by Margaret Crockett, 2nd Jenny Roberts
4. Financial Report
 - Checking balance: \$8768.33
 - Check Requests:
 - Margaret Crockett for refreshments and FOL bling: \$122.70
 - Sara Ault for birdseed program refreshments and stamps \$34.32
 - Jenny Roberts for Book sale room stickers and promotion stickers to sell: \$64.94
 - Coffee Zone supplies: \$55.22
 - Poinsettia purchase. 3 plants for the circulation, adult and youth desks \$46

Motion to accept and pay bills by Margaret Crockett, 2nd Jenny Roberts

5. New Business

- Tom Roberts suggested a calendar of events for 2019. Rebecca Higerson will send him the library calendar of yearly events so we can coordinate.
- Book Wrapping sign-up for December fundraising has a volunteers and there has be sufficient wrapping paper donated. Jenny Roberts will get tape
- Margaret Crockett is designing an FOL Facebook page. "Friends of the Brandon Township Public Library." It will go live after Thanksgiving. Library will promote site on the library Facebook page.
- Tom Roberts requested we set up a petty cash procedure for reimbursements of \$50 or less. \$300 cash will be kept in the locked cabinet and Rebecca can access it to pay out if necessary. She will share the library petty cash procedure and paperwork for us to use. Motion to accept by Margaret Crockett, 2nd Jenny Roberts
- Online book sales: no report
- New member recruitment: no action
- 2019 FOL fundraising put off to January meeting.

Adjourned 6:48 pm Motion to accept by Margaret Crockett, 2nd Jenny Roberts