

Friends of the Brandon Township Public Library

Minutes for January 15, 2019 Meeting

Call to order: 6:00 pm Tom Roberts

1. Roll Call: Rebecca Higgerson, Harmony Crocker, Sara Ault, Tom Roberts, Karen Harrison, Tina Allgaier, Alan Allgaier, Margaret Crockett.
2. Approval of Agenda: with addition of 6.10-Summer Reading coupons, motion to accept by Margaret, 2nd by Karen, motion carried.
3. Approval of Minutes as written: motion to accept by Karen, 2nd by Tina, motion carried.
4. Financial report: Checking balance--\$9,086.29, petty cash on hand--\$288.40. Petty cash receipt for \$11.60 by Jenny Roberts has been reimbursed. Motion to accept by Margaret, 2nd by Karen, motion carried.
5. FOL Facebook page: The page is now active. Library staff member Shauna Quick has been giving advice for set up and managing of page. Access to page will be given to officers of FOL along with Shauna (who administers library's Facebook page) and FOL staff liaison Harmony. Updates about library events and FOL news will be shared via this page. Adult services staff will add library events to the Friends Facebook page.
6. New Member Recruitment:
 - Member Jenny Roberts keeps an eye on membership slips that are turned in, she makes the initial contact and forwards information to Director Higgerson who adds info to FOL email list.
 - There will be signage added to the bookstore area advertising for new members.
 - The FOL membership form will be added to the FOL section on the library's website.
 - The FOL will try to have a member available at major library events to promote the organization.
7. Fundraising Events:
 - There are black book bags available for sale in the bookstore area for \$3.00. A promotion will take place where patrons may purchase a bag and then fill it up with books for \$5.00 and then they can return with the bag and fill it up again for \$5.00 each time.
 - There is a tower display case located in the library meeting room. A discussion ensued about how we could do a fundraiser on stuffing the tower. The tower would need to sit on something with wheels so it can easily be moved around. Tom said that he will get a quote for material costs to see if he could just build something that would work. The FOL then could wheel it out at certain big events at the library, such as the Heritage Garage Sale, Bookin' It for Your Library, Summer Reading kickoff, Fall into Your Library, etc.
 - During the first two weeks of February there will be two Valentine fundraisers.
 - The first will be an estimation jar that will be filled with candy hearts. Patrons may pay 25 cents for a chance to guess how many candies are in the jar. The prize will be the jar of candy. Margaret will handle setting this up.
 - The second fundraiser will be to sell flower lollipops at the circulation desk. Each "flower" will cost \$1.00. Margaret will purchase the supplies and make the flowers. Sara moved to approve Margaret to purchase supplies not to exceed \$50, 2nd by Karen, motion carried.

New Business

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1. Harmony Crocker, the new FOL liaison from the library staff, was welcomed to the group.
2. Alan and Tina Allgaier were introduced to the group. They use eBay and other means to sell books from the bookstore area.
3. Director Higgerson advised FOL to have the bookstore guidelines and procedures written down so new volunteers can read them and all can refer to them as needed. Tina stated that she is already working on a document and Alan provided a flow chart showing the lifecycle of a donated book.
4. The annual Heritage Garage Sale will be the first weekend in May. FOL will begin advertising for book donations for this event. Harmony will make a flyer to use. There was discussion over storage of the books and the tables to be used during the sale.
5. Open Meetings Act: Director Higgerson reviewed that FOL meetings are open meetings and must follow the Open Meetings Act laws. FOL must post minutes from meetings within 8 days of the meeting. The note taker will email the minutes to Harmony who will post them to the library's website. Director Higgerson will email the Open Meetings Act rules to Tom.
6. Alan's eBay user name will be added to the contract representing his work for the FOL.
7. A request was submitted by Shauna Quick for \$71.82 to restock the Coffee Zone. Margaret moved to approve payment, 2nd by Karen, motion carried. Check was written following the meeting.
8. Library Calendar of Events: Director Higgerson will send this to all FOL members by email. FOL may coordinate some activities with the library's scheduled programs and events.
9. Harmony made a request for FOL to provide up to 50 coupons to use as prizes for adults in the Summer Reading program. Each coupon would garner a free book from the bookstore area. Karen moved to approve the request, 2nd by Sara, motion carried.
10. Alan and Tina spoke about their efforts to sell books and items through eBay and other sources. They attempt to maximize FOL's book sales by using online book vendors, the Bookscouter App and searching for the best deals. They focus on items that have been in the bookstore longer than six months. Their work has been successful for FOL and they have earned money for books that would have otherwise been recycled or given away.

Meeting adjourned at 7:15.

Respectfully submitted by Margaret Crockett