

Friends of the Brandon Twp. Public Library
Board of Directors
Minutes of February 18, 2020 Meeting

Call to order at 6:03 by President, Tom Roberts.

1. Roll Call: Tom Roberts, President; Margaret Crockett, Treasurer; Tina Allgaier, Secretary; Jan Rathburg, Library Board member; Alan Allgaier, Internet Sales Group (ISG); Jenny Roberts, Hospitality & Events Coordinator; Harmony Crocker, Library Liaison; Gina Bryers, New member; Heather Gantz, member.
2. Welcome New Member Gina Bryers.
3. Motion to approve February 18, 2020 agenda. Carried.
4. Motion to approve January 21, 2020 meeting minutes. Carried.
5. Treasurer's Report
 - a. Review Check Register – Margaret.
 - i. Ending Balance = \$11,451.77; check #1650 for \$838.00 for purchase of refrigerator for Library breakroom.
 - ii. Current Balance = \$10,613.77.
 - iii. Petty Cash = \$285.59.
 - b. Review recent sales – Harmony. (Library can no longer breakdown FOL Bookstore sales into Books, Merchandise, and Fundraising).
 - i. Bookstore sales = \$701.15.
 - ii. Internet Sales Group (ISG) = \$351.81.
 - iii. Total January 2020 sales = \$1,052.96.

Old Business: Jan Rathburg took FOL request to Library Board regarding cancellation of the annual 5K Run and if this will impact the FOL contribution to the Library Programs. They informed her that it should not have an impact because the Library Board is considering on asking for a smaller contribution for the year 2020. Harmony will ask the Library Director what the amount will be.

6. Unfinished Business
 - a. Friends and Trustees meeting in Charlevoix information tabled until further notice.
 - b. Orientation Packet tabled until further notice.
 - c. Button Maker has been ordered and received. Ideas and a volunteer are needed to arrange their sales at events, and propose a graphic design to be used. Tom will send out an email.
 - d. Incentive items for new moms with babies have been ordered.
 - e. Bikemobile idea tabled until further notice.
 - f. Proposal given for an indoor vertical sign to promote the FOL at events. More details will be investigated and reported at the March 2020 meeting.
 - g. A volunteer was asked for to arrange an FOL Craft Night. None of the attending members could volunteer. Tom will send out an email to the full membership for this request, hoping it will encourage more members to become involved with the FOL.
 - h. Contact has not been made with other school districts, but Heather volunteered to contact the three local elementary schools to work with them on a book-want list to be presented to the Bookstore Coordinator. More details will be reported at the March 2020 meeting.

- i. Tina contacted Fran Hotchkiss regarding her Outreach Programs. They are children's programs, but will speak with some of the parents to see if they are interested in joining the FOL.
 - j. Proposal was made for one of the 2020 goals to be to create a Maker-space room where the FOL would purchase a variety of machines that the community could use. More details will be investigated and reported at the March 2020 meeting.
 - k. All articles and sections of the FOL by-laws were discussed as follows:
 - i. Article X. Any Amendments to the by-laws must be made in writing and approved by the FOL Board of Directors.
 - ii. Article VI. The Board of Directors includes the four officers (President, Vice President, Treasurer, Secretary), four standing committee chairs (Membership, Fundraising, Bookstore, Finance), immediate past President, and the Library Director.
 - iii. Article I and II remain the same.
 - iv. Article III. Section 2. Karen Harrison (not in attendance) suggested the first four membership rewards be eliminated. It was decided it was not worth the effort it would take to make this amendment.
 - v. Article III. Section 4. Jan will bring an amendment proposal to the March 2020 meeting regarding choosing a staff liaison to work with the Board liaison.
 - vi. Article IV and V and VI remain the same.
 - vii. Article VII. The Standing Committee chairs (Membership, Fundraising, Bookstore, Finance) are appointed by the President with the approval of a majority of the FOL Board of Directors.
 - viii. Article VII. Tom appointed Alan Allgaier as Finance Committee Chair and the Board approved.
 - ix. Article VII. The Standing Committee chairs will now be included on the agenda to receive their report.
 - x. Article VIII remains the same.
 - xi. Article IX. Section 5. A third party is needed to audit the FOL accounts. A suggestion was made to find out who the Library Board uses as their third party.
 - xii. Article X and XI and XII remain the same.
7. New Business
- a. Motion made to purchase 3 cases of the "I Heart Library" bags for circulation to pass out. Carried.
 - b. Margaret suggested using the Gold Coin fundraiser from last year, however library staff in attendance advised it didn't work out.
 - c. No volunteer for Vice President. Tom will send email.
 - d. Motion made to appoint Alan Allgaier as chair of the Finance committee. Carried.
 - e. A volunteer was asked for to attend the Friends of Michigan Libraries Spring workshops, March 26 and April 13-15. None of the attending members could volunteer. Tom will send an email.
 - f. Harmony will contact Matt Jenkins of the DDA to get more details of the DDA events and if there is a cost associated with it. She will also ask him about the possibility of a "Pop Up" FOL Bookstore in downtown Ortonville during some of the DDA events.
8. Items for next Agenda:
- a. What is the amount requested of the FOL from the Library Board for the 2020 Programs? (Harmony)
 - b. Indoor vertical sign promoting the FOL. (Jenny)

- c. Donate un-saleable bookstore books to local elementary school. (Heather)
 - d. Maker Space room. (Jenny and Harmony)
 - e. By-law revision. (Jan)
 - f. Third party needed for bi-annual audit of accounts. (Harmony)
 - g. Ortonville DDA events that the FOL can attend. (Harmony)
 - h. Volunteer needed to make buttons for FOL events. (Tom)
 - i. Volunteer needed to arrange an FOL Craft Night. (Tom)
 - j. Volunteers needed for standing Committees Chairs Membership and Fundraising. (Tom)
 - k. Volunteer needed for Vice President. (Tom)
 - l. Volunteer needed to attend FOML spring workshops. (Tom)
9. Motion to adjourn. Carried at 7:33.