

Friends of the Brandon Twp. Public Library
Membership Meeting Minutes
February 16, 2021

Call to order 6:10 pm by President, Tom Roberts.

1. Roll Call: Tom Roberts, President; Margaret Crocker, Treasurer; Tina Allgaier, Secretary; Jan Rathburg, Library Board member; Alan Allgaier, Internet Sales Group (ISG); Michael Stohrer, Library Liaison; Rebecca Higgerson, Library Director.
2. Welcome.
3. Motion to approve February 16, 2021 meeting agenda. 2nd. Carried.
4. Motion to approve January 19, 2021 meeting minutes. 2nd. Carried.
5. Financial Report:
 - 5.1 Review Check Register – Margaret.
 - a. Ending Balance = \$11,679.73.
 - b. Petty Cash = \$265.79.
 - 5.2 Review Recent book sales – Alan (ISG only).
 - a. January 2021 = \$167.97.
6. Unfinished Business:
 - 6.1 Timeline for Bookstore opening:
 - a. February 22, FOL will be allowed into Bookstore to begin re-stocking.
 - b. March 1, bookstore will be open to the public.
 - c. Cashbox will be installed by March 1.
 - 6.2 Handling book donations:
 - a. See attached labeled “Brandon Friends of the Library book donation plan”.
 - b. If donations are low, possibly contact other local libraries to have them advise their patrons to donate here.
7. New Business:
 - 7.1 New Treasurer:
 - a. Gina Bryers declined the election to the position at January meeting.
 - b. Margaret Crocker will continue as Treasurer until another can be elected.
 - 7.2 Motion made to have future FOL meetings third Tuesday every Other month. 2nd. Carried.
 - a. Request to Secretary to have Minutes published within 5-7 days of the meeting.
 - b. Confirmed that Meeting Minutes are published on the BTPL website.
 - c. Request Library Liaison, Michael, add future FOL meeting dates to the BTPL Event Calendar.
 - 7.3 If any donations received prior to the Bookstore opening on March 1, contact Tina Allgaier, Bookstore Manager.
8. Items for next agenda: Signage for inside and outside BTPL, and inside Bookstore.
9. Motion to adjourn meeting 6:55 pm. 2nd. Carried.

See Attached

Brandon Friends of the Library book donation plan
2/15/2021

The guiding principles are:

- Any materials displayed for sale in the public bookstore must be quarantined per procedures documented here.
- Donated items should be handled by FOL Volunteers, not Library Staff.
- All FOL volunteers shall be trained in cleaning procedures prior to their first return shift, and will execute those procedures while working at the library.
- All FOL volunteers will check in with the MI Symptoms Wellness Check before coming into the building each day.
- All FOL volunteers will properly wear a mask at all times when they are in the library.

Hours for public book donation:

- FOL volunteers may accept donations at the Library building while the staff are physically present and the library is open to the public.
- Once the public bookstore opens, the FOL will establish a regular schedule when at least one volunteer will be present to accept donations. (Mondays 4:00 PM to 7:00 PM)
- The Library and FOL will publish these hours to encourage donations.
- When patrons bring donations outside of that window, library staff will call Tina - (248) 627-8290. Donations will be placed (by the patron) in the community room in an area that is (a) distinct from other donation areas and (b) clearly labelled by a sign.

Method to take possession of books:

- The FOL volunteer will take possession of the books directly from the donor, without physical participation by the Library Staff.
- Larger donations will typically be handled by asking the donor to drive their vehicle around to the back.

Quarantine:

- Library "Weeds" being donated to the FOL for sale in the bookstore are not required to go through this quarantine, as they have not exited the library building.
- Donations coming into the Library arrive in a jumbled array; in cardboard boxes, plastic and paper grocery bags, plastic tubs of various sizes (either with or without lids), reusable cloth carrying totes, or even loose without any carrying container at all.
- FOL Volunteers will unpack, repack and consolidate such items as necessary, then label with the date of arrival at the Library. Quarantine will take place in the community room. Books in the FOL are then ready to be placed in the bookstore.
 - These items will not be stocked on the main sales floor until at least four days have passed in quarantine.
- Most of the activity of Internet Sales occurs outside of the library.
 - Fresh donations are quickly assessed for potential to sell for a price larger than the typical flat bookstore price, and those items are taken home by FOL volunteers to attempt the sale. This activity will continue, though any items that are not sold online and are brought back to the library for sale in the public bookstore will go through the quarantine process upon re-entering the library building.