

## **Antioch Library Friends**

### **Executive Committee Meeting**

**Thursday, September 5, 2019**

**In attendance: Shirley Waters, Eileen Goodman, Laura Fowler, Marilyn Cotteleer, Dolores Tito, Ruby Hall, Marilyn Hall, Melonnie Hartl, Raven Farias, Amy Blue, Jessica Wisdom**

### **Financials**

August made \$930 in the booksale, which is up from \$237 in August 2018.

At the end of the second quarter the bank balance was \$13,411.

Melonnie got a notice that our sales tax hasn't been filed for the year. She will look through her documents to see if she has the instructions how to do that. There was some question about whether it was filed on paper or online.

Also, there were two returned checks (but might have only been one check that was reported twice in error). Melonnie will look at August's statement to see if we were charged a fee for it.

Melonnie got the yearly certification to operate as an Illinois business from the Department of Revenue and will hang it in the room.

Jess sent off a shipment of used cartridges to Evolve recycling.

### **Silent Auction**

Pat is unable to do the silent auction anymore. Jess put out a call for a volunteer to take over this responsibility. Raven said she would. Pat will train her. Raven will call Pat to set up a time to do this.

### **Book Shop**

Darlene was not in attendance. Ruby said they were not going to add any more dots until after the book sale. Someone questioned why the trade paperbacks weren't stocked to take up the whole shelf—was it a lack of books or another reason. They are deliberately understocked a foot on each side for easier browsing.

It was mentioned to maybe go back to the shelf talkers that clip on the shelves, as the magnetic ones fall off. Since Darlene was not there, this will be discussed at a future meeting.

The question was raised as to why we stock Romance by publisher and not by author? Again, this will be addressed at a future meeting when Darlene is present.

### **Book Sale**

#### **Curbside Drop Off**

We decided we needed 2 more volunteers for the drop off day. Strong young volunteers for heavy lifting. Shirley & Laura will work in the sorting area and Jess will be out by the cars.

Jess is prepared to turn away unacceptable donations, but we won't have the time to go through every box.

#### **Disposal After Sale**

Jess has called the elementary schools and preschools to ask them if they are interested in the leftovers. We will do a ThriftBooks shipment after the sale. There is already a pallet in the back.

After the sale, the dotted books left over will be put on the tables with a discounted price and the Book Shop will be restocked with items from the sale.

### **During Sale**

It was decided that on Sunday we will be selling bags upstairs in the Book Shop as well as in the Eide Room. People will be able to buy a bag upstairs, partially fill it, and then finish filling it downstairs. Marilyn said she marks the bags so people can't bring in their own.

Jess will buy a tray of sandwiches as in past years to share over the days of the sale. The expense was approved. Melonnie suggested we buy a big jug of water rather than individual bottles.

### **Publicity**

The fliers are being distributed.

Jess informed everyone that the yard signs are \$16 a piece, printed front and back. Jess moved and everyone said aye to spend \$100 to get about 5 more. When they come in, Jess will put them by the bins with post-its on them with the names of those who are going to put them in their yards. Ruby & Marilyn volunteered for this. Jess has to get a permit for each sign that is on private property from the owner. Ruby had a great idea: Have a tally sheet at the sale labeled "Where did you hear about the sale?" and then the options: Library website, Library Facebook, Friends Facebook, Yard Sign, Word of Mouth, Library Newsletter, Signs on door, Booksalefinder.com, Library sign outside.

Fliers for the Wings, Etc. Fundraiser the week after the sale have been made and will be distributed at the sale.

### **Updated Membership List**

Amy distributed an updated executive committee list. There was a correction and a new person to add, so the updated one will be given out soon.

### **Upper Stairwell Storage**

The fire inspector is due out for an updated visit. When he comes, Roy is going to ask him about having boxes in the upper stairwell. He is reluctant to put shelves on the wall, due to the danger of items from the shelves falling off and hitting someone in the stairwell. He is going to ask the fire inspector about putting up some kind of a barrier above the railing to prevent this from happening.

### **Library Requests**

The library requested \$400 to install bolts on the north and south soffits by route 83 to hang banners from. Antioch Electric gave us a quote for \$400. As it currently is, maintenance has to climb on the roof and anchor the banners with sandbags. This suggestion was approved and Amy received a check.

### **Adjournment**

The meeting was adjourned at 10:57. The next meeting will be on Thursday, October 3 at 10 a.m.