

Antioch Library Friends

Executive Committee Meeting

Thursday, November 7, 2019

In attendance: Jessica Wisdom, Darlene Clauson, Shirley Waters, Marilyn Cotteleer, Laura Fowler, Mary Lou Balasz, Marilyn Hall, Carolyn Hounsell, Raven Farias, Eileen Goodman, Amy Blue, Melonnie Hartl (arrived 10:10).

Thriftbooks Update

We sent 3 pallets to Thriftbooks after the book sale and have so far made 8 pages of sales, over \$160, but we don't know what the shipping costs were yet.

Print Cartridge Recycling Update

Jess has sent in 4 boxes of cartridges last month to be recycled and so far we haven't made anything from them. We don't pay for shipping on those, however.

Silent Auction

The kids' items sold for approximately \$15 but the adult items did not sell. Raven asked what the status of the dolls was. They can be sold in the silent auctions; a shelf can be removed from the case to accommodate them if necessary.

Bookstore Reorganization

There was some discussion about whether to shelve the romance paperbacks by publisher. We don't bother to alphabetize them by author. Darlene said she has gotten positive comments from customers about shelving by publisher. We had been concerned about the extra time it takes to sort by publisher. Darlene offered to do it if those who don't want to leave them for her on Thursday. A vote was taken: 1 voted to shelve by publisher, and 6 voted not to. We will not be shelving romances by publisher.

There was also a question about whether to leave the top shelves in the room empty. It was decided we would leave the top shelves empty, both for the safety of users and volunteers and for easy of browsing.

Right now there is masking tape on the shelves labeling the categories. The magnets fall off and the clips get stolen or break. The magnets lasted the longest when placed exactly right. Velcro lasts ok too. Jessica will be investigating our best options for labeling shelves.

When there is empty space on the shelves, please fill from the carts in the room first. Then restock the carts with items from the stairwell or back bin.

Please don't put magazines in the free bin; throw them away. Also, no smelly, damaged, wet books in the free bin—these are for the trash. The Free Bin is for books that are out of date, but otherwise fine.

There was some discussion of what to do with softcover non-fiction—put it with the other softcovers on the top or with its genre, i.e. cookbooks. This discussion refers to both trade size and mass market non-fiction. When interfiled with the hardcovers, we have observed that softcovers get damaged. It was decided that the room will stay as it is—all softcovers together—but during the book sale they will be divided into categories.

A reminder to alphabetize Fiction, Mystery and SciFi hardcovers by their authors.

The updated, current categories for the room are: Craft, Cookbooks, Diet/Exercise/Health, Gardening, History/Politics, Spirituality, Sports

NO: Business, Parenting, or Travel—these can be donated to Half Price Books in Vernon Hills. Darlene is gathering books for a Half Price Books delivery. Amy will work with Roy to designate a spot for storage for books destined for Half Price Books—they will also accept out of date books in good condition.

We will be decorating the room after Thanksgiving.

The info sheet for new volunteers needs to be updated. Darlene will do this with these updates.

Black dots are being pulled for \$.25 sale—blue dots will stay on until May.

The carts in the room are not in genres, but should be alphabetized by author across the top shelf across carts.

There was some discussion of how full to make the trade shelf; the consensus was fuller than it is now.

There are lots of children's book discards from the library. We have been donating to CAP in Zion, State's Attorney's children's advocacy office and local preschools.

Raven would like sorters to keep their eyes out for good condition older books for an upcoming auction—pretty, classic looking books, in other words.

Financial Report

We received \$200 from a regular customer for a cart of CDs withdrawn from the library's collection and \$10 for the library's discarded globe.

The Book Shop made \$862 in October (which includes the \$200 for CDs), We are up \$1748 from the same time last year.

We paid our Illinois State Sales Tax. We confirmed with the Department of Revenue that we do indeed need to pay taxes, in spite of our non-profit status. We updated the officer list with them, removing old members and adding Jess & Mel. We owed \$314 for 2018, which included a \$51.09 penalty.

There was a deposit made on October 15 for \$77 of unknown origin. If anyone knows what this was from, please let Mel know.

Our bank balance at the end of September was \$18,757 at the end of October, \$13,770. We made \$2614 at the Fall Book Sale.

Holiday Luncheon

The Holiday luncheon will take place on Thursday, December 5 at 11:30 at the Lake House in Lake Villa. Jess will email everyone an invitation, please RSVP so we can give them a count. Last year we did a collection of toiletries and non-perishables for Open Arms Mission—if we would like to we can do that again this year.

Gift for Maintenance Department

A vote was taken whether to spend \$120 to give \$40 in Chamber of Commerce gift certificates to each maintenance department staff member for the holidays. All voted aye.

Pointsettia Sale

Jess spoke with the owner of the new flower shop across from the theater. They would sell us pointsettias for \$10 and we could sell for \$15 making a \$5 profit on each sold. We will staff this in the lobby on a Saturday in September. They need to know by November 25 to order them. We would buy 20.

New Signs for Book Sale

We need to purchase new signs for the categories in the book sale that can be used year after year. Ours are getting shabby.

Tabled: Friends Archiving info

Meeting was adjourned at 11:10 a.m. The next meeting is **Thursday, January 2, 2020 at 10 a.m.**