

Antioch Library Friends

Executive Committee Meeting

Thursday, November 2, 2023

In attendance: Melonnie Hartl, Shirley Waters, Karen Leverenz, Darlene Clauson, Cathy Dressendorfer, Pam Wells, Carolyn Hounsell, Marilyn Cotteleer, Sari Brindel, Bob Turner, Amy Blue

By-Laws

We are reviewing the by-laws because they have not been reviewed since 2019. We went through and made some changes. The proposed changes are attached. All instances of "Executive Board" have been changed to "Executive Committee."

There was some discussion about when to hold the Annual Meeting, as well as when to have memberships expire. It was decided to specify the approximate date of the annual meeting in the by-laws. Marilyn moved to have the annual meeting in the first week of April, Pam seconded and all voted aye.

There was also some discussion about how to nominate officers: whether to have a nominating committee, how to notify the general membership, etc.

Amy brought up that there should be a mechanism for vetting the Treasurer, just because it is an especial position of trust. She is going to investigate this further.

Per the by-laws, these by-law changes will not go into effect until the membership meeting because the general membership needs to approve them. We will send out an email to the general membership in advance of this meeting.

Memorandum of Understanding

Sari asked if the MOU needed to be looked at. One of the things it specifies is that the library will share a wish list as well as projected needs and strategic direction with the Friends. There was some discussion about this as to time of year these would happen. The library's strategic direction for the year is usually determined by January so it can be shared then. The best time to discuss wishlist items for the library would be in September, as this is the first Friends meeting after the library's budget is finalized. Apropos of this, Mel reminded all that the sales tax is paid per calendar year.

Holiday Party

The holiday party will take place on December 7 at the Lake House at 11:30 a.m. Please RSVP to Sari.

It's optional, but a lot of people bring goodies—baked goods, etc.—for everyone in treat bags to this event, as well as for the maintenance staff.

Staff Gifts

There was discussion about whether to once again give the maintenance staff a \$50 gift card to thank them for their help throughout the year. Sari thought maybe we would do different amounts. Marilyn moved to give all maintenance staff members a \$50 gift card, Melonnie seconded and all voted aye. Mel will buy Amazon gift cards.

Committee Reports

Treasurer

The beginning balance in October was \$13, 673.90. We made \$353 in the Book Shop, \$25 in the Auction, \$10 in membership. We spent \$77.31 for the shelf labels, \$9.25 for supplies. Ending balance was \$14, 349.23.

Auction

We just did our last one. The display case is now empty. Karen wanted to remind everyone though that we will still be collecting items for raffle at the periodic book sales. She wanted to remind all the sorters to be on the lookout for nice book sets, leatherbound classics, unique books, etc. for these auction and put them on the shelf in the sorting area. If the area gets full, she is storing items at her house, so please call her and she will come get them. Karen and Raven sent an email to members reminding them of the themes of the auctions for the book sale.

Book Shop

The new labels are on the shelf. We are still not sure if they should go before or after the collections they are labeling. Please keep an eye out and let Darlene know your opinion on this.

Spring Book Sale

The only weekend where the whole large meeting room is free is Friday, Saturday and Sunday, April 26, 27 & 28. Amy has reserved the room for this time, as well as the Thursday before and the Monday after for set up and take down. We did not yet finalize whether there will be a sale on Sunday. It might depend on inventory.

We talked some about perhaps having a donation bin somewhere on the library. Amy will ask about this.

Publicity Ideas

It was noted that there is a Publicity Committee mentioned in the by-laws. Perhaps Karen would like to chair? On the subject of publicity, Amy mentioned the Winter newsletter is currently being drafted. We decided to include the Friends donations request specifying procedures and what we take and don't take. We will also put in a Save the Date for the Spring Book Sale as well as advertising the dates of upcoming meetings.

Community Engagement

Karen shared the information she found out about other library friends groups' scholarships. Lake Villa gives 3 \$1,000 scholarships and Johnsburg gives a \$500 grant. She thought we should form a partnership this year with one other organization—senior center, Open Arms, VFW, senior housing, daycare center—or other to increase our community visibility. Amy will talk to the management team about next steps on a scholarship.

Sari shared that the Antioch Township Senior Group is having a Cards for Soldiers event at the Senior Center on November 9 at 9 a.m. The VFW is hosting a holiday dinner for recruits on December 2 at the Antioch VFW. Sari is waiting to hear if they need volunteers for the event.

Supplies and Petty Cash

Darlene will coordinate ordering supplies and give receipts to Mel.

There was some discussion about having a petty cash supply handy, but we decided not to.

Disposal of Friends Items

It was decided to dispose of the display cabinet. Amy will investigate this.

White Board

The white board notes are checked by Mel once a month. Sorters can also leave messages there. Vending machine vouchers are available for volunteers to get a beverage or snack when they are working. They are currently in an envelope on the white board.

Next Meeting:

No meeting in December. Please RSVP to Sari by December 4 if you plan to attend the holiday lunch. Sari will let the group know how many people are expected.

Next meeting: Thursday, January 4 at 10 a.m.