

# Friends of the Berwyn Public Library Board Meeting

Minutes for May 13, 2013

## Attendees:

Phyllis Walden, President  
Susan Greenberg, Treasurer  
Lois Hummel, Secretary  
Karen DeCraene, Membership  
Sue Stopka, Hospitality Coordinator  
Jerry Hill, Book Sales Coordinator  
Becky Spratford, Library Liaison

## Absentees:

Mary Peranteau, Vice President

## **Call to Order:**

The meeting was called to order at 9:35 am.

## **Comments on items on the Agenda ----- Action Item**

Karen DeCraene motioned to accept the agenda and Jerry Hill seconded the motion. The motion and agenda were unanimously accepted.

## **Communication**

Phyllis Walden presented a copy of the thank you letter sent to Myrna Mackenzie for her presentation at our April annual meeting. Two other thank you letters were reviewed. These were for Marsha Solan of Meijer's and Brendan O'Connor of Big Guys thanking them for the donation for the survey respondents' raffle.

Review of items for next members' newsletter was discussed. Suggestions included Fairy Tale Ball, the survey, recap of the "Guilty Pleasures" event, save the date for Friends of the Library date in October, book donations and get your vacation paperback at the library book sale.

More people seem to be finding the Friends web site. Nineteen (19) or 14% of the surveys were completed on line.

## **Minutes of the 03/11/2013 Board Meeting and 4/19/13 Annual Meeting ----- Action Item.**

Jerry Hill moved to accept both minutes and Karen DeCraene seconded the motion. The vote to accept was unanimous.

## **Treasurer's Report:**

The ending balance for April 2013 was \$5,112.67. Susan Stopka motioned to accept the Treasurer's report. Jerry Hill seconded the motion and it passed unanimously on a roll call vote.

It was decided to wait until the end of the fiscal year, August 31, to do the audit. Karen DeCraene and Lois Hummel will do the audit in September.

**Funding Requests – Action Items:**

Kathy Sexton of Reader's Advisory submitted a request for the final \$400 for Trivia Night to cover September through December. The total request for the year is \$800. This is \$100 less than anticipated due to the March event being cancelled due to snow. There was some discussion regarding the Friend's continued support at \$100 per month. The possibility was raised that we could have local businesses help sponsor the event. Lois Hummel motioned to approve the request and Jerry Hill seconded the motion. It passed unanimously on a roll call vote.

Reference submitted a request for \$250 to expand the Spanish non-fiction department. Karen DeCraene motioned to approve the request and Jerry Hill seconded the motion. It passed unanimously on a roll call vote.

Youth Services has not yet submitted a bill for the El Dia De Los Libros/Ninos event. Becky Spratford will follow-up.

**Membership Report:**

There are currently 75 members. 42 of the survey respondents indicated they would like more information about the Friend's. Becky Spratford has already sent information to most requesters. She will follow-up on getting information to the remainder. It was decided to send them a copy of the next newsletter.

**Book Sales and Depot Book Exchange:**

Jerry Hill reported that our book prices are the lowest in the area. It was proposed to raise the price of paperbacks to 50 cents. After some discussion Jerry Hill motioned to approve the increase and Karen DeCraene seconded the motion. It passed on a roll call vote.

Jerry Hill will donate a second book rack for the Oak Park train depot for magazines. Board members stated they would donate magazines. Becky Spratford will set up a collection box and e-mail library staff about recycling magazines. Susan Stopka stated her husband could probably transport them from the library to the station.

**Program Chair:**

No report.

**Hospitality:**

Over 30 people attended the "Guilty Pleasures event. Becky Spratford spent \$50 on food and Susan Stopka sent \$10.73 on beverages for the event. Chocolate sales went well and the Friends will be receiving about \$60 from that.

**Trivia Night Update:**

This event continues to be well attended. There were over 30 attendees in May. It continues to attract new participants.

**Unfinished Business:**

Becky Spratford reported the cost of a permanent sign for the book sale area would be \$249. This would be the same if it just said Book Sale or Friends of the Library Book Sale. Susan Stopka moved to approve the purchase of the sign and Karen DeCraene seconded the motion. It passed on a roll call vote. (At the November 2012 board meeting Becky Spratford was authorized to pay up to \$200 on signage, therefore, a new vote was needed.)

**New Business:**

The survey ended on April 30, 2013. There were 128 completed surveys. 116 provided contact information and were eligible for the raffle. The drawing was held on May 6, 2013 at the Library using a random number program and was witnessed by Library patron Mark Moro. First place, \$50 Meijer gift card, went to Jennifer Chiero. Second place, \$25 Big Guys gift card, went to Sylwia Babecka. Third place, an autographed copy of "The Night Circus", went to Marie Claydon. Three other names were drawn for a free book per month for May through October. These were Deneen Taylor, Verna Townsend and Deanna Durica. Lois Hummel notified the winners that day.

Lois Hummel presented the survey findings (see attached). In hindsight it was noted the survey was not done in Spanish so therefore this population was probably under represented. It was proposed to ask the ESL department if they could have students respond to the survey and this will be added as an addendum to the survey results. Becky Spratford will follow-up. The results will be shared with library staff.

A review of year's goals established at the November 8, 2012 planning retreat showed many were met. These include higher profile through survey and bags, change in the by-laws, establishing a funding philosophy, a successful annual meeting with an author and completion of the survey.

For the fall agenda the establishment of a public relation subcommittee should be a priority.

Friends of the Library week is October 20-26, 2013. It was proposed to have a reception and book swap. Participants could talk about books they like. October 19, 2013 was selected for this event.

The proposed meeting dates are September 9, November 4, 2013 and February 10, March 10 and May 14, 2014.

**OLD BUSINESS:**

The Fairy Tale Ball is June 21, 2013 from 6pm to 9pm. Volunteers should contact Jose.

Library Board of Trustees: Phyllis Walden reported that in March they approved spending the first \$5,000 of the endowment give to them. She missed the April meeting. She will share the survey results with the Board. Mary Peranteau will attend on May 20<sup>th</sup>.

**COMMENTS NOT ON THE AGENDA:**

Susan Greenberg stated that this will be her last year on the Board and that we need to look for a replacement. Phyllis Walden indicated that while she may remain on the Board she would like to step down as President.

Jerry Hill motioned to adjourn the meeting and Karen DeCraene seconded the motion.

The next meeting is September 9, 2013.

*Respectfully submitted by Lois E. Hummel, Secretary*