

Friends of the Berwyn Library Board Meeting

Monday October 1, 2018 6:30 P.M.

**Board Members Present:**

Kendra Nudd, President  
Lois Hummel, Secretary/Treasurer  
Katie Rose  
Catey Sullivan  
Briana Perlot, Friends Liaison

**Absent:** Michael Erickson, Vice President  
Patrice Murtha, Membership  
Bev Applebaum

**Guest(s):** Millie Ayala

**GENERAL BUSINESS:**

**Call to Order:**

The meeting was called to order at 6:42pm. A quorum was present.

**Review of the Agenda ----- Action Item**

Lois Hummel noted that the first order of business would be elect Katie Rose to an interim position on the Board. When elected to the Board last October it was to fill a vacant one year term. She has agreed to serve another one year term. Kendra Nudd moved to accept the amended agenda and Lois Hummel seconded the motion. The agenda was unanimously accepted.

Lois Hummel motioned that the Board elect Katie Rose as an Interim Board member until approved for a one (1) year term by the Membership at the Annual Membership Meeting in October. Kendra Nudd seconded the motion. The motion passed unanimously on a roll-call vote.

**Minutes of the September 10, 2018 Board Meeting --- Action Item.**

Kendra Nudd wished to have it noted that the penny drive was Millie Ayala's idea. Kendra Nudd moved to accept the revised September 10<sup>th</sup> minutes and Katie Rose seconded the motion. The vote to accept was unanimous.

**COMMUNICATION/OPEN FORUM:**

Millie Ayala reported she is still working on the IRS 1023EZ. She needs to set up a pay.gov account. She and Lois Hummel will meet to complete this.

**REPORTS:**

**Treasurer Report: ---- Action Item**

Lois Hummel reported that the current balance is \$7,965.42 (see attached).

Income since the last Board meeting: \$145 in membership, \$253.8 in book sales at the library. There were no expenditures.

She also noted that for FY '18, she only receive 6 coupons for free books from members that had donated at a level to be eligible for this benefit.

Kendra Nudd motioned to accept the report and Katie Rose seconded the motion and it passed unanimously on a roll-call vote.

**Membership:**

We have received one new member since the last Board meeting.

**Library Liaison:**

Briana Perlot reported the Library has cleared out many children's books and they need to be disposed. Kendra Nudd reported the Patrice Murtha will be taking a number of them and store them for future book sale. Katie Rose knows a pediatrician who buys them to give to patients. She will contact her and give her a good price.

There was a discussion regarding keeping up with the books and not have our allotted spaces overflowing. Lois Hummel suggest contacting the Morton High School and Dominican University's Library Science program to inquire about getting volunteers to help on a full-time basis.

Kendra Nudd stated that Bev Applebaum will be having a meeting on book sales.

**UNFINISHED BUSINESS:****Not-For-Profit status:**

Kendra Nudd received from the State two (2) copies of the Illinois Business Authorization Certificate of Registration. One must be displayed at the Library and the other brought to outside events. It was agreed to place a framed copy by the Friends' bulletin board.

Lois Hummel noted we are now subject to sales tax and the book sale price list should indicate "taxes included".

Millie Ayala reported the filing is quarterly.

**Reports and Receipts:**

Lois Hummel prepared a chart on the status of funded programs (see attached). The following is a summary:

- Open House---Still no report. Briana Perlot reported that she learned that all receipts are shredded at the end of the year and since this event was in November 2016 no record is available. Lois Hummel motioned to remove this item from information pending and to accept that no further information is available. Kendra Nudd seconded the motion. It passed unanimously.
- 1000 Books before Kindergarten---We have a written report. (See attached.) 61 participants have read 2,600 books. They have a 1,000 book bulletin board making their progress.
- Book bike---Report due September 2019.
- 2018 Fairy Tale Ball---Lois Hummel received a receipt for \$499.00 for entertainment payable to Smarty Pants. Briana Perlot previously reported that there were 608 attendees.

**Status of Square:**

Lois Hummel and Katie Rose met and have set up the Square account to accept payments.

**NEW BUSINESS:****Funding Request:**

Youth Services submitted a request for \$300 to replace their toddler musical instruments. The Board had reservations that this request does not follow our funding guidelines. Lois Hummel believed that the Board previously approved a similar request. Per our funding guidelines the initial funding is to demonstrate a need

and therefore enable the staff to be able to request on-going funding from the Library Board. (**NOTE: In 11/13 the Board approved \$213.11 to buy rhythm instruments.**)

Lois Hummel suggested if they are unable to obtain funding, perhaps we could use the need for these items to test the penny fund raising suggested at the last Board meeting. The Friends would sponsor the fund raiser which could raise the entire amount or we could pick an amount and match the remainder.

Kendra Nudd motioned pending approval by Tammy Sheedy, Interim Director, the Friends will sponsor a penny fund raiser to purchase the toddler musical instrument and match an amount up to \$150. Katie Rose seconded to motion. It passed unanimously on a roll-call vote.

**Committee updates:**

**Outreach/Visibility:**

The Friendly Tap Craft show is on October 20<sup>th</sup>, not the 27<sup>th</sup>, the same day as the Annual meeting. Katie Rose, Lois Hummel and Bev Applebaum will man the table. We will use the Library's button maker.

**Membership:**

October 20, 2018 is the Membership meeting. The two (2) new Board members and Katie Rose will be presented at this meeting for approval by the membership. Donuts and cider will be served. Katie Rose is developing trivia questions. Lois Hummel motioned to approve up to \$150 to cover expenses for this and the Friendly Tap events. Kendra Nudd seconded the motion. The motion passed unanimously on a roll-call vote.

Kendra Nudd has asked Catey Sullivan to help her with the Fall newsletter.

**Literature/Branding:**

The new Library logo is pending approval.

When the 501(c)3 is approved the brochures will need to be updated. This can be done by adding a sticker to the existing brochures. The website will also need to be updated.

**Fundraising:**

Bev Applebaum, Sue Stopka and Patrice Murtha have agreed to form a committee to review book sales.

**Adjourn:** Next meeting is November 5, 2018 at 6:30 pm. Kendra Nudd called the meeting at 8:23 pm.

Next meeting rescheduled to November 15, 2018 at 7:00pm.

*Respectfully submitted by Lois E. Hummel, Secretary/Treasurer*