

Friends of the Berwyn Library Board Meeting

Monday September 10, 2018 6:30 P.M.

Board Members Present:

Kendra Nudd, President
Michael Erickson, Vice President
Lois Hummel, Secretary/Treasurer
Patrice Murtha, Membership
Katie Rose (arrived 6:36)
Millie Ayala
Briana Perlot, Friends Liaison

Absent: Sue Stopka

Guests: Phyllis Walden
Catey Sullivan (left 6:55)

GENERAL BUSINESS:

Call to Order:

The meeting was called to order at 6:33pm. A quorum was present.

Review of the Agenda ----- Action Item

Kendra Nudd proposed to add the use of Square when at events. Kendra Nudd then proposed to accept the amended agenda and Patrice Murtha seconded the motion. The agenda was unanimously accepted.

Minutes of the May 20, 2018 Board Meeting --- Action Item.

Michael Erickson moved to accept the May 20th minutes and Kendra Nudd seconded the motion. The vote to accept was unanimous.

COMMUNICATION/OPEN FORUM:

Phyllis Walden stated that Jean Knoll is still recovering from her illness but is still interested in helping the Friends in any way that she can, including doing work from home if needed.

Millie Ayala and Sue Stopka are leaving the Board. The nominating committee is proposing Catey Sullivan, our guest, and Bev Applebaum to become new members-at-large.

Bev Applebaum has accepted the nomination. She contacted Kendra Nudd just prior to the meeting to send her regrets at not being able to attend the meeting due to a family emergency. She submitted her resume (see attached). Katie Rose spoke on her behalf. She met her while stocking the sale books. Bev is new to the area and is very interested in the library. She has already represented the Friends at the Berwyn Farmer's Market.

Catey Sullivan has accepted the nomination. She stated she is a 17 year resident of Berwyn. She is a freelance theater critic, who works from home. Her reviews have appeared in the Chicago Sun-Times. She cares about the Library and the mission of the Friends. She has been to three (3) Board meetings and has helped with the book sales.

Kendra Nudd reminded everyone that the Secretary/Treasurer can be either one or two positions. Lois Hummel, who currently holds these positions, stated she will not seek a new term at the end of this year. She is willing to continue in both positions but if someone wishes to be Secretary she will turn the position over to them.

Catey Sullivan was asked to leave the room. Lois Hummel motioned that the Board elect Catey Sullivan as an Interim Board member until approved for a full three (3) year term by the Membership at the Annual Membership Meeting in October. Katie Rose seconded the motion. The motion passed unanimously on a roll-call vote.

Kendra Nudd motioned that the Board elect Bev Applebaum as an Interim Board member until approved for a full three (3) year term by the Membership at the Annual Membership Meeting in October. Katie Rose seconded the motion. The motion passed unanimously on a roll-call vote.

Catey Sullivan was asked back to the room and welcomed to the Board. Kendra Nudd will notify Bev Applebaum.

REPORTS:

Treasurer Report: ---- Action Item

Lois Hummel reported that the bricks for the four (4) new \$100 members have been installed and the members notified.

Lois Hummel reported that the Friends ended the Fiscal Year (August 31, 2018) with a balance of \$7,566.62 (see attached).

Income for the since the last Board meeting: \$70 in membership, \$707.51 in book sales at the library and \$213.10 in book sales at the Summer Reads kick-off program and the Farmer's Market. Expenditures were \$500 for the Fairy Tale Ball and \$126.18 to incorporate with the State of Illinois.

Total income for FY '18 was \$5,300.39. The income breaks down as follows: \$2,582.29 from book sales (down a little from FY '17), \$2,240 from membership (up significantly from FY '17), off site book sales \$213.10 and \$265.00 in miscellaneous income.

Total expenditures for FY '18 was \$4,668.63. Library funded projects and events were \$4,212.63. The other expenses were \$126.18 to incorporate with the State of Illinois and \$456.00 in supplies, bricks, postage and other. (See Attached.)

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

An annual audit will be needed when the August bank statement is received. Patrice Murtha and Katie Rose agreed to do the audit.

Katie Rose proposed using a Square when at off site events for book sales and possible memberships. She feels we are losing members by not having the ability to sign them up immediately using a credit card. The Square is linked to the bank account and funds are deposited immediately. The transaction fee is 2.1%.

There are two types available, one is free and the other is a chip reader and costs \$50. Square will not be responsible for any sales not captured by the free device. To begin with, Lois Hummel suggested that the free device be used. Square will only be used for membership and book sales, we will not be out significantly if the

transaction is not processed. It was also proposed the minimum amount for sales be \$5.00. Kendra Nudd motioned we use the free Square and Katie Rose seconded the motion. It passed unanimously on a roll-call vote. Katie Rose, Patrice Murtha and Lois Hummel will meet to set up the account.

Membership: We have received six new member since the last Board meeting.

Library Liaison:

No report.

UNFINISHED BUSINESS:

Not-For-Profit status:

Millie Ayala reported we are now have an EIN number and are incorporated with the State of Illinois as a not-for-profit.

She has completed filing with the Illinois Department of Revenue. The on-going book sales are now subject to sales tax. If we have a special fund raising event once or twice a year, items sold at that event are not taxed. Lois Hummel proposed to put a statement on the book sale price list "taxes included". The Friends would be "eating" the cost of the tax but it would be easier to administer.

Millie Ayala reported the filing is quarterly. Patrice Murtha stated she was asked by the State if she would like to file annually, as her revenue from her art sales was low. Millie will check to see if there is a form to request annual reporting.

Lois Hummel stated we need to keep more accurate records of book sales and donations. This is especially true at off site book sales where many say "keep the change". We do not want to pay taxes on donations, an account book needs to be kept for these events.

Millie Ayala is now working on the 1023EZ for filing with the IRS for the 501(c) 3. The filing fee is \$250. Lois Hummel motioned to approve the \$250 filing fee and Katie Rose second the motion. The motion passed on a roll call vote.

Millie Ayala stated much of the material she has read recommended Board insurance.

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 Keshia Garnett did not leave files on this. Lois asked her to check with Barb Ziembra, the office administrator to see if she had records showing that Oba King and Pocket Circus were paid. Attendees at the event reported an estimated 50 were at the event.
- Quick Classes--- Briana Perlot reported attendance numbers were given to Keshia Garnett but she did not leave files on this. Phyllis Walden attended some of the classes and reported that there were about six attendees per class.
- 1000 Books before Kindergarten--- Status report is pending. (Number of cards issued and levels achieved.)
- Book bike---Briana Perlot reported that the bike arrived later than anticipated. She requested that a report be delayed until next year. It was agreed.

- Kitchen/Puppet Stand---Received receipts and a report on usage. Marissa Garcia sent a very nice report on their observations of children playing with these item, which Lois Hummel read into the record (see attached).
- 2018 Summer Reads Sponsorship---The Friends had a tent and sold \$22 worth of books and donations. Kendra Nudd's "make-a-bookmark" materials were a hit with the children and was mentioned in the Berwyn Life.
- 2018 Fairy Tale Ball---Briana Perlot reported that there were 608 attendees and there are pictures on the website. Receipts are pending.

NEW BUSINESS:

Funding Request:

None.

Committee updates:

Outreach/Visibility:

The Summer Reading Kick Off - see above.

The Berwyn Farmer's Market has been successful in both visibility, book sales and donations. The five days has generated \$191.10.

There was a discussion about book pricing. Lois Hummel stated raising prices had been discussed in the past and increased prices was meet with resistance. . A comparison of prices with other libraries was consistent with our prices. Many of our patrons are members and it is a service to them. Phyllis Walden pointed out that many return the books after they read them for resale. Lois suggested raising the offsite books sales where there is a different clientele and we can offer our better books. Katie Rose stated she would like to have a separate committee look into the book sales.

We are also on schedule for a table at the Friendly Tap Craft show on October 27, 2018. The idea of having a button maker was presented. Brianna Perlot stated the library had one.

Membership:

October 20, 2018 is the Membership meeting. The two (2) new Board members will be presented at this meeting for approval by the membership. The Board was asked for ideas about a program.

Kendra Nudd's spring/summer quarterly newsletter was well received. She is currently drafting the fall newsletter to be sent out to members prior to the Annual meeting.

Literature/Branding:

Katie Rose presented some designs for the totes. She will send an email with all the designs and ask for a vote.

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.

Fundraising:

Kendra Nudd outlined an idea put forth by Millie Ayala of a penny drive. The Board and Library decide what they would like to buy and have a campaign to reach this goal by having penny donations.

Adjourn: Next meeting is October 1, 2018 at 6:30 pm. Kendra Nudd called the meeting at 8:00 pm.

Respectfully submitted by Lois E. Hummel, Secretary/Treasurer