

Draft Friends of the Berwyn Library Board Meeting

Monday January 14, 2019 6:30 P.M.

Board Members Present:

Kendra Nudd, President
Lois Hummel, Secretary/Treasurer
Catey Sullivan
Bev Applebaum
Briana Perlot, Friends Liaison

Absent: Michael Erickson, Vice President
Patrice Murtha, Membership
Katie Rose

Guest(s): Millie Ayala
Kelly MacGregor, Head of Library Outreach
Phyllis Walden

GENERAL BUSINESS:

Call to Order:

The meeting was called to order at 6:40pm. A quorum was present.

Review of the Agenda ----- Action Item

Kendra Nudd moved to accept the agenda and Catey Sullivan seconded the motion. The agenda was unanimously accepted.

Minutes of the November 14, 2018 Board Meeting --- Action Item.

Due to a computer glitch the minutes were not available. They will be presented at the next Board meeting.

COMMUNICATION/OPEN FORUM:

Guests were recognized. Kelly MacGregor has been with the Berwyn library for just over two (2) months.

Separate Secretary/Treasurer

See below under Nomination committee.

REPORTS:

Treasurer Report: ---- Action Item

Lois Hummel reported that the current balance is \$8,876.52 (see attached).

Income since the last Board meeting: \$250 in membership, \$597.11 in book sales at the library. Expenditures were \$275.00 reimbursement to Lois Hummel for the 501(c)3 application, \$11.00 to the Illinois Department of revenue for sales tax for the third quarter of 2018 and \$89.00 for the fourth quarter. Total expenditures were \$375.00. Kendra Nudd motioned to accept the report and Catey Sullivan seconded the motion and it passed unanimously on a roll-call vote.

Lois Hummel also reported she had gone to the Harris bank to change the account to the Friends' EIN and inform them of the 501(c) 3 status. She was informed that the bank would need to close the account and reopen a new account. Lois suggested leaving the account as is until the end of the fiscal year (August 31st) unless there is a legal/accounting need to do so sooner. Kendra Nudd will try to check with a CPA.

Lois Hummel reported that she was unable to complete the 990-N for the IRS. It is due January 15, 2019. The site states it is down for repairs. It may not be available until the government shut down is over. This form is filed once a year to confirm that gross receipts remain under \$50,000. There is no penalty unless you miss three (3) years filing, then you may lose 501(c)3 status.

Fiscal Year 2018 Audit---Action Item

Kendra Nudd read a signed statement from Katie Rose and Patrice Murtha who conducted the audit on November 5, 2018. (See attached.) Kendra Nudd motioned to accept the audit report and Bev Applebaum seconded the motion. It passed unanimously on a voice vote.

Membership:

Everyone who is eligible for a tote has received one. Renewal notices will go out in January. The membership application needs to be revised to include a statement that we are a 501(c)3 and donations are tax deductible and may be eligible for employer match. Kendra Nudd motioned to revise the membership application and Bev Applebaum seconded the motion. It passed unanimously on a voice vote. Briana Perlot will make the changes.

Library Liaison:

Briana Perlot reported there were no funding requests.

She will be taking maternity leave the end of the month. Kelly MacGregor will replace her in the interim.

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

We received notice of our 501(c)3 status on November 26, 2018.

Millie Ayala reported she has one more filing. This is with the State of Illinois to be exempt from sales taxes on the Friends' purchases.

The web site need to be updated to include notice of our 501(c)3 status. Also, the minutes need to be posted. There should be a notice of 501(c)3 status on the Friends' Bulletin Board and stickers placed on our brochures.

NEW BUSINESS:**Funding Request:**

None

Committee updates:**Outreach/Visibility:****Movie in the Park fundraising opportunity:**

Briana Perlot stated that the Library and Proska Park District will having a movie night in the park on the last Friday in June and then every other week for a total of four (4). They have agreed to allow the Friends' to have a concession. We could sell items such as popcorn and drinks in addition to books.

Membership:

As part of National Library week, April 13, 2019 from 2pm to 4pm was selected for the date of the membership meeting. A programming suggestion was put forth by Millie Ayala. She knows a psychic, who has worked with law enforcement and she may be able to speak about her experiences, in addition to having some readings. Catey Sullivan knows a couple who do tarot readings. They will ask about their availability.

Quarterly News Letter:

Kendra Nudd and Catey Sullivan will develop the next quarterly letter. Items to include are announcement of our 501(c)3 status, the April meeting and Lulu Penny Drive.

Literature/Branding:

See above unfinished business.

Fundraising:**Penny Drive:**

The Lulu Penny Drive has collected. \$7.75. Lois Hummel stated that when she collected the Book Sale money earlier this month she also received the Lulu money. She suggested that since this is for Lulu's expenses, the Library should just keep the money and keep a record of the donations and report that to the Friends. Everyone agreed. Briana Perlot will inform Nona Chapman, Administrative Assistant of this procedure.

Book sale/Holiday sale:

Briana Perlot had a message from Tammy Sheedy, she wished to thank Bev Applebaum for the great job she has been doing with the Book Sales. The storage areas are neat and the sale area is well organized. Lois Hummel noted that sales for December were \$395.20, possibly the highest ever. This may have been due to the Holiday book sale, increased book prices and Bev Applebaum's efforts to turn over unsold books and her arrangement of the books.

Briana Perlot stated the Library is culling their audiobook collection and do we want these items. Bev said yes and will check them out with Briana.

Paintings/Beatrix Potter figurines:

Bev Applebaum stated the Beatrix Potter figurines are in mint condition and she is trying to decide how to sell them.

Fund Raising committee:

Michael Erickson, Kendra Nudd and Katie Rose were part of the fund raising committee. They and Lois Hummel met last year to brainstorm ideas. The committee needs to reconvene and move forward since we have our 501(c)3.

Nomination committee:

Lois Hummel, Patrice Murtha and Katie Rose's terms end this year. Kendra Nudd will check with Patrice and Katie about continuing. At least two (2) positions would be for three (3) years, one could be for one year. Catey Sullivan agreed to be the Secretary beginning in FY 2020. A new Treasurer needs to be found.

Library Board Meeting:

The next Library Board Meeting is January 21, 2019 at 7:00pm.

Adjourn: Next meeting is to be determined. Kendra Nudd called the meeting at 8:00 pm.

Respectfully submitted by Lois E. Hummel, Secretary/Treasurer