

Friends of the Berwyn Library Board Meeting

Monday September 9, 2019 6:00 P.M.

Board Members Present:

Kendra Nudd, President
Michael Erickson, Vice President
Lois Hummel, Secretary/Treasurer
Katie Rose
Catey Sullivan
Bev Applebaum
Kelly MacGregor, Interim Friends Liaison (left early)

Absent: Patrice Murtha, Membership

Guests: Erica Corona, Member Library Board (Left early)
Tammy Sheedy, Director (Arrived 6:30)
Nona Chapman, Administrative Assistant
(Arrived 6:30)

GENERAL BUSINESS:

Call to Order:

The meeting was called to order at 6:04pm. A quorum was present.

Review of the Agenda --- Action Item

Katie Rose moved to accept the agenda and Catey Sullivan seconded the motion. The agenda was accepted on a unanimous voice vote.

Minutes of the May 13, 2019 Board Meeting --- Action Item.

Kendra Nudd moved to accept the minutes. Katie Rose seconded the motion and it passed on a unanimous voice vote.

COMMUNICATION/OPEN FORUM:

Erica Corona complimented the Board for being more visible and active. She also mentioned that the Berwyn Development Corporation (BDC) has a monthly meeting with small non-profits on the second Thursday of the month at the BDC offices for networking and idea sharing. She invited the Friends to join them.

REPORTS:

Treasurer Report: --- Action Item

Lois Hummel reported that the current balance is \$10,254.76 (see attached).

Income since the last Board meeting (5/13/19): \$555 in membership, \$1,784.97 in book sales, \$184 fund raiser (Lunges and Latte), \$3.50 donations and \$26 for snacks sold during Movies in the Park for a total income of \$2,553.47. Expenditures were \$900 to the Berwyn Library (\$200 for jigsaw puzzles and \$700 for pre-school STEM kits), \$148.84 to Patrice Murtha for postage, envelopes and a Friends of the Berwyn Library banner to use at events and \$98 to the Illinois Department of Revenue for the second quarter sales tax. Total expenditures were \$1,146.84.

She also gave a report for fiscal year 2019 which ended on August 31, 2019 (see attached for more detail). The total income for the year was \$7,408.73 (up \$2,208.34, 42% from the previous year). The major source of income was from book sales and membership (\$6,588.23 book sales were up by 49% and membership remained steady). Total expenses were \$4,720.59 or 68% of income. The Library received \$3,470. \$365 was spent on the two (2) semi-annual membership meetings. Sales tax (\$339) and the IRS 501(c)3 application (\$250) were the other major expenses. 5% was spent on administration costs.

An audit for FY19 needs to be completed. Bev Applebaum and Catey Sullivan agreed to do this.

Kendra Nudd moved to accept the report and Bev Applebaum seconded the motion. It passed unanimously on a roll-call vote.

Membership:

Kendra Nudd reported they have printed 30 new tote bags.

Lois Hummel reported there were nine (9) renewing members since the last meeting. Some were responding to Patrice Murtha's second mailing. There was some confusion as some were used to renewing in October. The first mailing went out in January and those who renewed in October did not renew. Lois Hummel suggested possibly having two mailing dates, January and July. Lois Hummel, Kendra Nudd and Patrice Murtha will meet to discuss this.

Lois Hummel reported that the cost of bricks has risen \$10. It is now \$45. She pointed out this still gives us \$55 which is more than the basic membership of \$10. There was some discussion that we should raise the membership level for a brick. Kelly MacGregor stated we could add a level where the member could get a nameplate placed in a book. This will be added to the discussion about the mailing dates.

Library Liaison:

See below Funding Requests --- Updates and reports

UNFINISHED BUSINESS:

Not-For-Profit status:

The Friends received a letter from the Illinois Department of Revenue regarding our application for the sales tax exemption. They requested a financial statement with breakdowns of income and expenditures. Lois Hummel sent this information to them on August 30, 2019. The statement covered the 2019 fiscal year. (See attached.)

NEW BUSINESS:

Funding Request:

Tammy Sheedy reported the Library bought the mini-golf set. When she ordered the set, she was not going to purchase the 9th hole pending the Friends decision on the request. However, they gave her a discount so she purchased the complete set.

Youth Services provided more information on the \$500 request for a kiddie punk band for a Halloween concert. The request was on an old form (no director signature). Tammy Sheedy stated she approved the request and we had her sign it. Catey Sullivan motioned to approve this request. Katie Rose seconded the motion. It passed unanimously on a roll-call vote.

Updates and reports:

Tammy Sheedy reported with the City no longer having a Farmer's Market, new ideas for the book bike are needed. It was in the Berwyn Pride parade. The Library's presence has been added to the application for block parties. They received numerous requests. However, many were received too late to have staff attend. The Library did give requestors "give away" books which were very popular. They will make changes to the

Hannah Rapp, Readers Advisory, provided a report on Summer Reads. They gave away 350 books at the kick-off and more throughout the summer.

Marissa Elera, Youth Services, wrote a written report on the Fairy Tale Ball (660 attendees), and the STEM kits. We also received invoices on each. She provided a separate report on the 1,000 books before kindergarten. 114 are enrolled and one child has completed all 1,000.

We received receipts for the jig saw puzzles for the library senior center. Tammy Sheedy stated they are used daily.

Kelly MacGregor stated the staff has some issues with the reporting form. It states to write a report on the back of the request form and attach receipts. Staff does not have access to either. She thinks this has caused some people to not apply. She and Kendra Nudd will revise the form.

COMMITTEE UPDATES:

Outreach/Visibility:

Summer Reads Kick-off

This was June 8, 2019. The Friends had a table. Kendra Nudd had the children write their own book. It was very successful.

Banner

The banner has been purchased.

Membership:

October Membership Meeting

Kendra Nudd reported the graphic writer cannot do a presentation. He will be out of town.

Catey Sullivan suggested piggy-backing Halloween concert we just funded. Kelly MacGregor thought this would be possible. She believes Youth Services has been in contact with the performers and has tentatively scheduled for October 28th.

Literature/Branding:

Kendra Nudd will be doing a quarterly newsletter.

Fundraising:

Penny Drive

No report

Book sale

No update.

Movies in the Park

Raising funds for a specific cause

Kendra Nudd mentioned thinking about ideas to raise funds for a big cost item, i.e. a 3-D printer. The Library would love having one.

Lois Hummel mentioned Big Guys sausage shop has Pay it Forward Tuesday. 15% of proceeds goes to a local charity.

NOMINATION COMMITTEE:

We will need new Board members in FY 22.

Next meeting October 7, 2019 at 6:00 pm.

Adjourn: Kendra Nudd called the meeting at 7:51 pm.

Respectfully submitted by Lois E. Hummel, Secretary/Treasurer