

Friends of the Berwyn Library Board Meeting

Monday October 7, 2019 6:00 P.M.

Board Members Present:

Kendra Nudd, President
Michael Erickson, Vice President (Arrived 6:15 Left 6:53)
Lois Hummel, Secretary/Treasurer
Patrice Murtha, Membership
Katie Rose
Catey Sullivan (Arrived 6:16)
Kelly MacGregor, Interim Friends Liaison

Absent: Bev Applebaum

Guests: Millie Ayala

GENERAL BUSINESS:

Call to Order:

The meeting was called to order at 6:03pm. A quorum was present.

Review of the Agenda --- Action Item

Lois Hummel moved to accept the agenda and Patrice Murtha seconded the motion. The agenda was accepted on a unanimous voice vote.

Minutes of the September 9, 2019 Board Meeting --- Action Item.

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

COMMUNICATION/OPEN FORUM:

No comments.

REPORTS:

Treasurer Report: --- Action Item

Lois Hummel reported that the current balance is \$10,193.31 (see attached).

Income since the last Board meeting (9/7/19): \$130 in membership and \$308.85 in book for a total income of \$438.85. The only expenditure was \$500 to the Berwyn Library for the Halloween event.

The IRS requires the Friends of the Berwyn Library to file a 990-N (e-Postcard) by the 15th day of the 5th month after the close of the fiscal year. (For the Friends this would be January 15th.) Lois Hummel reported she did this on September 19, 2019.

Audit-- The audit for FY19 still needs to be completed.

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

Funding Request Form-- Kelly MacGregor presented a new Funding Request Form for staff to use (see attached). It was suggested to add the funding guidelines to the reverse side. If the request is denied, the President will send an e-mail to the Library Director and the requestor with an explanation. Kendra Nudd moved to accept the new form and Katie Rose seconded the motion. It passed unanimously on a voice vote.

Membership:

Lois Hummel reported there were two (2) new members and one renewing members since the last meeting.

New Incentives (action Item)—At the last meeting it was reported that the cost of the brick had gone up and Kelly MacGregor stated we could include a book plate in honor of a member who donates at a specific level. She suggested that the member could select a genre instead of the exact book as it would be easier for staff. It was decided to leave the coupons, totes and plaque levels at the existing amounts. After some discussion, Lois Hummel made the following motion:

- Add the book plate at \$75 or \$100
- Delete the brick or change to \$125 or \$150

Patrice Murtha seconded the motion. The Secretary called a roll-call vote in two stages. The first, do we add the book plate, if yes at \$75 or \$100. It passed unanimously at \$100. The second was to keep the brick and if so at what level. There were two votes to drop the brick, one for \$150 and three to increase to \$125. Therefore, the decision was to keep the brick, but raise the price to \$125.00.

Membership renewal letters—Patrice Murtha reported the ad hoc committee agreed to the renewal letter going out in January. Those who renewed or joined June or later will be extended. This will be explained to members in the next newsletter.

Library Liaison:

See below Funding Requests --- Updates and reports

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

Lois Hummel reported we have been granted our request to be exempt from paying sales tax on purchases. All the requirements connected with being a 501(c)3 has been completed.

NEW BUSINESS:**Funding Request:**

No requests

Updates and reports—The only pending report is the Halloween event. The receipt has been received. Receipt for the Summer Reads is still pending.

COMMITTEE UPDATES:**Outreach/Visibility:**

No report

Membership:***October Membership Meeting***

There will be a brief members meeting after the October 28th Halloween event. The Friends will supply refreshments for this event. Lois Hummel motioned to approve up to \$200 for refreshments. Kendra Nudd seconded to motion. It passed unanimously on a roll-call vote.

Literature/Branding:

Kendra Nudd and Catey Sullivan have drafted a newsletter which will go out in the next week.

Fundraising:***Penny Drive***

No report

Book sale

No update.

Big Guys

Katie Rose has called them regarding their Pay it Forward Tuesday. She is waiting for a response.

Raising funds for a specific cause

No report.

NOMINATION COMMITTEE:

We will need new Board members in FY 22.

Next meeting November 12, 2019 at 6:00 pm.

Adjourn: Kendra Nudd called the meeting at 7:13 pm.

Respectfully submitted by Lois E. Hummel, Secretary/Treasurer