

Friends of the Chelsea District Library
Board Meeting Minutes
March 12, 2024

1. The meeting was called to order at 5:01 PM by Dayle Wright, President.
2. Roll call at the CDL: Dayle Wright, Jan Carr, Gary Zenz, Nancy Whitelaw, Lisa Climer, Teresa Beegle, Terri Bollinger, Megan McCall. Absent with notice Nancy Neff and Director Lori Coryell
3. Public comment: none
4. Acceptance of the agenda: Gary moved to approve the agenda and Teresa seconded. The motion was approved unanimously.
5. Minutes of the Feb 12, 2024 meeting: Minor amendments were suggested for clarity. Gary moved to approve the minutes as amended and Lisa seconded. Motion was approved unanimously.
6. Director's report, none provided
- 7 Chair reports;
 - Megan-Secretary: By-laws were updated, proposal to change “insure” to “ensure” was made and concurred upon.
 - Lisa-Communications: Lisa provided accounting of Facebook communications, she has updated the website with current FoCDL board names and uploaded minutes.
 - Nancy-Treasurer:
 - Summary of Finances for February 2024
 - Year Expended - 16.67% Year Expended
 - Checking Account Balance as of 01/31/24 - \$8,962.51
 - Total February 2024 Income - \$2,996.25
 - Used Book Sale - \$939.57 Friendly Book Cart - \$384.00
 - Serendipity Books- \$838.33 Membership \$359.35- 7 Renewals and 2 new
 - Donations \$475.00 Includes \$100 for 75th Anniversary
 - **YTD Income for 2024 received- \$4,242.04 of \$22,300.00 (19.02% of budget)**
 - Total Expenses for February 2024 -\$146.62
 - Business Fees - \$50.00 - FOML Dues for 2024
 - Refreshments- \$19.99 - Chocolate and Water
 - Book Sale Supplies - \$76.63 - Dots

- **YTD Expenses for 2024 spent - \$298.55 of \$27,000.00 (1.11% of budget)**
- Ending Checking Balance as of 02/29/24 - \$11,812.14
- Circulation Desk - \$70.00
- Savings Account - \$747.63
- Total Cash on Hand 02/29/24 - \$12,629.87
- The budget shows income being less than expenditures. Historically, FoDCL have underestimated income and perhaps we should review our anticipated income and increase numbers. However, consensus was that we have always made budget in the end. There was a change in book reseller which changed some income lines. Nancy's list of donations may be accounted for by envelope inclusion in newsletter. Jan had comments: Encore online book sales, could come off the budget as no longer a business we deal with.
- Terri-Hospitality: April 9th, noon, will be the date of the employee appreciation luncheon. Wesley's will cater. He will send menu- flowers have been ordered. Terri will let people know if help, dessert donations are needed.
- Teresa-Membership:
 - Global mailing list-346 contacts, Email list-293 contacts, Snail mail-9 contacts
 - Paid memberships-104, Members with BD vouchers-18, 6 renewal notices sent
- Jan-Used Book Sales: Last Sat made \$945. The very large embroidered canvas bags have sold out at \$25. Question-do we want to purchase and sell more of those larger bags. Cost and design questions, numbers etc. The burgundy ones sell for \$5 or \$4 at USB, were \$3.50 to purchase. Given away with \$15 of purchased primo books. Jan will look into options and bring back to the group.
- Gary-Past President: The 75th anniversary planning group met twice, have an outline and some pictures together and a PowerPoint (PP) is started. Will meet a few more times before sharing it out.
- Dayle-President: Virginia wants to know when the FoCDL portion of the Library anniversary event will be. (Music is 3, library closes at 5.) Needs to be coordinated with the library and their 25th anniversary celebration. Gary will continue working on PP, Lisa on the script and Dayle will coordinate with Lori.
 - The work plan was sent out- A few corrections were discussed and Dayle will revise and send out again.

8. Old Business-

- Virginia working on name badges
- Contact info for FoCDL board members was updated at the meeting

- Expo-the FoCDL is registered for a book. Lisa and Dayle have volunteered to organize and staff, or arrange staffing.

- Kevin from Dexter Friends is interested in Zoom meeting with us. They have a nice video on their website of the history of their friends group. Dayle will follow up.

- Acknowledging donations and membership details- Teresa would like to table discussion regarding length/calendar of membership until she has more experience with the current system. It was noted that October contains National Friends of Libraries week.
 - Regarding letters to acknowledge a donation: Teresa and Megan mentioned other organizations (ex. WNHA) who include in their letter of membership that anything above a certain \$ (\$5 for WNHA) is considered a donation. Discussion ensued about options-Teresa will create some sample emails and send them.

9. New Business

- Use of the Square on second iPad for accepting donations at Expo. Jan will talk with Scott and Everett to see if that is possible.

10 Adjournment: Terri left the meeting at 6:13. Teresa moved to adjourn the meeting and Jan seconded, motion passed unanimously and meeting was adjourned at 6:15

Minutes submitted by Megan McCall-Secretary