

Friends of the Chelsea District Library
Board Meeting Minutes
Feb. 13, 2024

- (1) The meeting was called to order at 5 PM by Dayle Wright, President. New board members, Nancy Whitelaw and Megan McCall were welcomed.
- (2) Roll call at the CDL: Dayle Wright, Jan Carr, Megan McCall, Gary Zenz, Nancy Whitelaw, Nancy Neff, Lisa Climer, Teresa Beegle, Terri Bollinger, Lori Coryell (CDL director)
- (3) Public comment-none
- (4) Acceptance of the agenda. Gary moved to approve the agenda and Teresa seconded. The motion was approved unanimously.
- (5) Approval of the Dec. 12, 2023 minutes, Jan moved to approve and Nancy seconded. Discussion from Lisa-clarification regarding proofing articles in newspapers and from Nancy-remove financial from incorrect place. Unanimously approved as amended.
- (6) Library director's report-see attached
- (7) Chair reports
 - Megan– Secretary-none at this time
 - Lisa- Communications She would like to write an article about the history of the friends and the 75th anniversary to go to various community publications
 - Nancy - Treasurer

Checking Account Balance as of 12/31/23 - \$8,847.70

Income for Jan 2024

Used Book Sale - \$553.78

Friendly Book Cart - \$264.00

Membership \$148.01- 3 Renewals

Donations \$280.00

Total Jan 2024 Income - \$1,245.79

YTD Income for 2024 - 5.59% of budgeted \$22,300.00

Expenses for January 2024

Business Fees - \$100.00 - Chamber Dues

Refreshments- \$28.98 - Chocolate and Water

Book Sale Supplies - \$22.95 - Dots

Total Expenses for January 2024 -\$151.93

YTD Expenses for 2024 -0.56% of budgeted \$27,000.00

Note: Sales Taxes Paid \$979.05 on Jan 10, 2024 (These are for 2023 Sales)

Ending Checking Balance as of 01/31/24 - \$8,962.51

Circulation Desk - \$70.00

Savings Account - \$747.63

Nancy will pay the membership for State Friends of Libraries.

A question was raised regarding success of envelopes in the library newsletter, Lori indicated the library got a few direct donations, some perhaps linked to the envelopes. It is unclear if memberships and donations to Friends increased from the envelopes. Lori discussed how donations to the library are handled. In the recent past they often were directed to Mobee. Currently they are often used for E-resources or other special projects as needed.

- Terri- Hospitality -Plans for Staff Appreciation Lunch. Contacted a new caterer who was not able to meet the level of service and price of the previous caterer. Lori indicated that Thursday April the 11th is the best date for the library, 9th is their second choice. Consensus was to continue Wesley's catering for the Staff Appreciation event. Flowers for staff will also be purchased.

- Teresa- Mailing list and membership update-

- 344 on the global mailing list, of those 291 are email and 9 snail mail. Recently updated the list to remove non-working emails.
- 102 paid members (21 new members in 2023), 18 people signed up for BD vouchers.
- Attendance at the annual meeting was 23, double that of last year.

- Jan-Used Book Sale Chair- The most recent sale was well attended. The Chocolate extravaganza drew visitors. The UBS gave out 120 packages of hot cocoa.

- Gary-Past President- Presented information regarding plans for the 75th anniversary celebration of the Friends. Gary expressed concerns regarding some of the verbiage in the Chelsea Standard. The group discussed paraphrasing versus directly quoting articles, consensus was that either would be fine. A list of further information to gather is attached to these minutes.

- Official open house is planned for June 1 Saturday. There will be a performance by Jacopo and Maddalena Giacobuzzi, Mobii will be on display, perhaps a PowerPoint (PP) display of the overview of the Friends could be on loop in the McKune room. Library staff may be able to help with finalizing the PP presentation from the info Friends generate per Lori. A small group, Dayle, Gary, Lisa and Nancy Paul will meet to continue gathering information and formatting for PP display and possible printed publication.

- Nancy W.-President Elect. Wondered if the Open House presentation might be a time to raise money as well as increase membership of the Friends.

- Dayle-President

2024 Work Plan needs some revisions which she will make. The library would like to know all the volunteer hours spent, in addition to those from the used book sales. Please keep track and sign them in at the library.

(9) Old business

- Friends Brochure-2 versions were presented, Jan is recommending one that displays the Friends logo at the top where it will be visible when in a display rack. Cost estimate 1000 for \$435.59. Gary moved to approve design, Megan seconded, all approved. Terri moved we spend \$435, to purchase 1000 brochures, Teresa seconded, All approved.

- Definition of membership- Jean Vargas brought this up and Dayle wanted to clarify. Currently if a person joins/renews between Oct. 1, and Dec. 31 of a year, membership is from Oct. of that year through 12/31 of the next year. If the person joins between Jan. 1 and Oct. 1, membership goes until 12/31 of that year. Had brief discussion about a rolling membership period. For ex., if one joins on 6/1/24, membership goes until 6/1/25. Teresa also indicated that membership has historically had a one-year grace period. Teresa will consider points of this discussion and make recommendation at next meeting.

(10) New Business

- Name Badges-badges for the new members of board and for those who have lost theirs will be obtained per Dayle.

- Update contact information-Dayle shared emails of Nancy Whitelaw and Megan McCall and will do an updated list of all.

- Chelsea Expo-April 13, same date as UBS. Table needs to be staffed from 10-2:00. Dayle reported that we got 2 new members last year. Lisa mentioned many visitors to the booth and opportunities to share about the library and the Friends. The library will not have a booth this year. Fee is \$10 this year. Teresa volunteered to cover the cost. Lori said we could consult with Scott or Everett regarding use of the Square on an iPad for donations. Lisa will organize a raffle basket to donate to the Expo, as she did in the past.

- Request from Kevin Vrsek, president from Friends of Dexter District Library to meet with some Friends of CDL. Group agreed that this was a good idea. Nancy W suggested some emails to set the agenda.

- Member's concern mentioned at annual meeting. We don't currently send thank you notes in response to all donations. Terri explained what we do when a membership is received: send a thank you letter to all new and a short note to all renewing. Nancy explained that if donations are over \$300 we must send a letter per tax code. How to acknowledge smaller donations was discussed. Megan and Teresa will discuss possible procedures and report back.

(12) Other-Megan will make the changes to the bylaws per the vote at the general meeting.

(13) Adjournment-Jan moved to adjourn at 6:30 PM, Gary seconded, all approved.

Minutes recorded by Megan McCall, Secretary-FoCDL

Director's Report for Friends February 2024 Meeting

Staffing News

Two of our incredible Circulation Services staff are leaving CDL and heading to greener pastures. A big thanks to April McDowell and Jeni McFarland for the joy they brought to library patrons and staff during their tenures here. We will miss you! The daunting task of replacing them has begun...

Strategic Plan 2024-29 Progress

1.1 Provide a welcoming place for all

- Began coordination of a non-library display and event with St. Louis Center

1.3 Be the go-to resource in the district for information access and validity

- Creating Summer Reading Program Super Searcher badges to disseminate information literacy instruction

1.4 Get the word out about the great things happening at CDL

- Added "Best Kept Secrets" section to eNewsletter to help promote underutilized services, resources, and collections

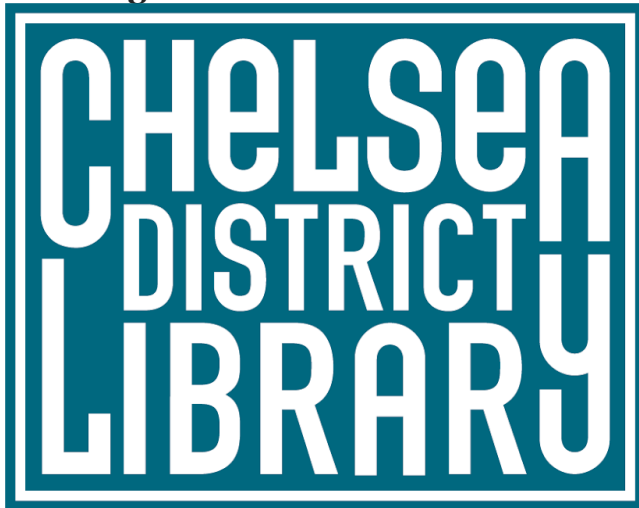
2.2 Green the library & 3.2 Explore viability of expanding library space

- Began planning for annual in-service day around theme of "clearing the clutter" to include shredding and scanning of records and clearing basement of unused items

2024 CDL Board of Trustees Retreat

The board will meet for a half-day retreat/monthly meeting on Thursday, May 30. Breakfast will be served at 8:30AM. The May monthly board meeting will take place from 9-10AM. Our guest speaker, Karen Lancaster of the Woodhill Group, will engage with the board from 10AM-12 noon.

New Logo



ENGAGE.
INSPIRE.
EQUIP.

Information to gather for Friends 75th Anniversary Celebration-Gary Zenz

Information to gather.

List of Friends from inception.

List of donations to the CDL made by Friends from inception.

- Wish list donations to the CDL.
- Donations to the SW Michigan Community Foundation.
- Donations to Mobee and other capital items.
- Volunteer Library staffing in the 1950's.

Illustration of how the FoCDL was founded.

Artifacts from the Child Study Club.

Evolution of the Child Study club (Modern Mothers), the Women's Club, in the founding of the library.

List of the Women's club membership.

Discussion: How, or should we correct language from the Chelsea Standard articles?

Rough draft - General outline for pamphlet

1. Friends founding. See articles.
2. Explain the evolution of the Friends.
3. Thumbnail sketch of founding members Mrs. J.V. Fisher (or Fischer), Mrs. Armin Schneider and Mrs. R.A. McLaughlin.
4. Friends' membership roll call from inception. Stuff to find.
5. Women's club membership roll call. Stuff to find.
6. Friends and Women's Club volunteer staffing of the library. Stuff to find.
7. History of Friends fundraising for the library. Stuff to find.
8. Friends' contributions to the restoration of the McKune House. Stuff to find.
9. Fresh eyes look at the Friends meeting minutes from however far they go back.