

Friends of the Chelsea District Library

Board Meeting Minutes
July 8, 2025
5:00 PM –Large Study Room

- (1) The meeting was called to order at 5:00 by Dayle Wright, president
- (2) Roll call: in attendance were Dayle Wright, Nancy Whitelaw, Nancy Neff, Terri Bollinger, Sudha Myers, Jan Carr, Megan McCall, Library Head of Information Services, Shannon Powers. Lisa Climer was absent with prior notice.
- (3) Public comment- Thank you from library staff for “jewelry” for filling pirate chest for float in fair parade. Jo Goodrich introduced herself. She has volunteered to chair the used purse and jewelry sale next year.
- (4) Sudha moved that the agenda for today’s meeting be approved, Megan seconded, motion passed unanimously.
- (5) Minutes of the June 10, 2025 meeting were reviewed and minor corrections made. Nancy N. moved that the minutes as amended be approved, Nancy W. seconded. The motion passed unanimously.
- (6) Director’s report- Shannon reported for Lori, there were over 800 attendees at the Summer Reading kickoff. The privacy booths have gotten 50-60 reservations per month and were just wrapped with decorative wrap. Summer Reading programs have high levels of participation.
- (7) Chair reports
 - Megan– Secretary, minutes shared in Google docs for review
 - Lisa- Communications-
 - 6/12 Jewelry sale
 - 6/13 Book sale
 - 6/17 Thanks for coming to the Jewelry sale
 - 6/19 Primo carts/Book bags for sale
 - 6/24 The library as a cooling station/become a volunteer
 - 6/26 Post about Teresa
 - 7/1 New website
 - Nancy – Treasurer
 - to Summarize Finances for June 2025
 - Year Expended – 50% Year Expended
 - Checking Account Balance as of 05/31/25 - \$5,890.10

2025 Income Budget Total - \$23,835

Income for June 2025

Used Book Sale - \$1,035.65

Friendly Book Cart - \$328.00

Merchandising - \$2,167.25 (Jewelry Sale)

Brandon Books - \$612.69

Serendipity Books - \$175.00

Membership – 24.01

Donation - \$50.00 (General)

Donation - \$150.00 (Teresa Beegle)

Interest Earned - \$32.37

Total June 2025 Income - \$4574.97

YTD Income for 2025 received- \$15,564.41 of \$23,835.00 (65.30% of budget)

Expenses for June 2025

Book Sale Supplies - \$13.58 – Dots

Chocolate – 23.99

Wish list items - \$6,000.00 – 2Q-2025

Total Expenses for June 2025 - \$6,037.57

YTD Expenses for 2025 spent - \$19,987.47 of \$37,570.00* (53.20% of budget)

*Additional Wish List Item added to budget - \$8,160.00 +29,410.00 Original

Ending Checking Balance as of 06/30/25 - \$1,380.19

Circulation Desk - \$70.00

Business Savings Account - \$19,523.53

Total Cash on Hand 06/30/25 - \$20,973.72

- Sudha-Membership Chair
 - Global mailing list - 379 contacts
 - Email list – 293 contacts
 - Snail mail - 11 contacts
 - Paid memberships - 88 (2 expire on 7/8)
 - Members with birthday vouchers – 17
 - 5 renewal notice mailed (2 sent ahead of expiration)
 - 0 birthday vouchers mailed
 - 2 membership renewal thank you sent
 - 0 new member email sent

 - Friend of the Year-Sudha will send out requests for nominations in late July, nominations due mid-Aug., vote at Sept. board meeting.

- Display case for National Friends of Libraries Week has been reserved for Oct 13-26th.
- Terri- Hospitality-no report
- Jan-UBS Chair- UBS update
 - Bill Personke has prepared a written and photo inventory on an excel worksheet of 24 different “cleaned out” library items—for FoCDL involvement in selling. Megan and Jan will divide up the list and Dayle will help to further explore how the items might be sold.
- Nancy W-Pres. Elect-
 - Have drafted some changes to the Bylaws with Dayle and Jan, they will review again and then send to the board.
- Dayle-President-
 - Last updated Work Plan 6/23, Megan will meet with Dayle on how to share the workplan on Google documents.

(8) Old business

- Review of CDL policy #431: Library Public Relations and Media Policy” and “Guidelines for Public Input”. Megan moved and Nancy W. seconded that we accept the library’s guidelines for public input as the Friend’s guidelines.

(9) New Business

- FoCDL table at Farmers Market October 4th.
 - Need volunteers, set-up, 8 am-1 pm, tear-down
- Discussed if the board should increase the budget for library wish list items. Consensus was to keep the donations as budgeted at this point.

(10) Other

- The website for the library including friends page is under construction

(11) Adjournment

- Megan moved that we adjourn the meeting, Nancy W. seconded and motion passed. Adjourned at 5:55.

Minutes submitted by Secretary Megan McCall 8/11/25