

## Friends of the Doylestown Library

### Board Meeting Minutes

December 3, 2019

#### Officers

Steve Schreiner, President  
Liz McCarthy, Vice President  
Lin Schreiner, Treasurer  
Lodina Slawecki, Secretary\*

#### Directors

Judy Bergbauer  
Steve Dylinski\*  
Bonnie Oliver\*

#### Library Branch Manager

Margarita Hossaini-zadeh

\*Absent

#### Members

Ellen Caccavale, Jane Miller

#### President's Comments

Jane Miller was welcomed as a new Friends member.

#### Minutes

Judy moved to accept the minutes; Liz seconded; all ayes, no opposed. Motion carried.

#### Treasurer's Report

Liz made a motion to accept; Judy seconded. Motion passed. Lin requested that the Board approve an expenditure of \$24.35 for a FODL stamp for depositing checks. Motion to approve the purchase was made by Liz, seconded by Judy. The motion passed.

#### Branch Manager Report

Margarita summarized the library activities for November. She noted that many activities were off-campus due to roof repairing. There was early training of three new volunteers and school visits among other activities. Looking to the future, Margarita talked about Noon Count Down, a New Year's Eve celebration for kids held at the library. Last year, 250 kids packed into the Pearl S. Buck Room. This year, a DJ will be added to the event.

Margarita asked the Board to consider underwriting the purchase of the Book Page handout. Judy made a motion that the Board accept the expenditure of \$1,440; Lin seconded. The motion passed. At the Board's request, Margarita will post a sign on the stand where the Book Pages are offered that states that the Friends are sponsoring the purchase.

#### Publicity

Judy shared the graphic that will be posted on the large screen in the County Theater to advertise the book sale. The graphic will be shown for one month, from February 20 to March 20. A motion to approve the \$280 fee was made by Liz, seconded by Lin. The motion passed.

Judy also shared some other ideas. These include a bookmark that promotes the Friends organization, not the book sale, and can be distributed at the sale. An ad for the Book Sale can be placed in the Patch for a dollar a day. This and other ideas will be discussed and voted on at the January meeting.

## **Membership**

The membership committee met on November 19, 2019. The committee consists of Liz McCarthy, Judy Bergbauer, Ellen Caccavale, and Steve Schreiner.

The committee established a goal of working with current membership to make them aware of what the Friends group does and then to focus on getting them involved. There were several take-aways from the meeting. Liz will be investigating the upgrading of the Friends Web site to make it more interactive and be able to provide more documents (see the Web site report below). Target date of February 1 was set for the Web site to become active. Liz agreed to maintain the membership list. Judy will work on developing a bookmark that advertises the Friends (see the Publicity Report above). Steve will provide a handout that describes and shows what the Friends do. (This document has been edited and sent to Lodina for formatting.) The next meeting will be in January.

## **Book Club**

Schedule is set. First meeting is January 8 at 7:00 PM. The first selection is *Becoming* by Michelle Obama.

## **Book Sale**

There was a quick review of the book collection and sorting status. It was suggested that books not used could be donated to the Little Book Libraries. Liz will attempt to find a point person to arrange a possible donation process. Lin suggested that the first Saturday of the month while we are doing Reading to the Dogs might be a good time for distributing the books to the Little Libraries.

## **Old Business**

### **December Breakfast**

Margarita informed us that the table cloths used last year are available for this year. She will be sending notice to the staff about the breakfast. Lin will be supplying a blurb that Margarita can use.

### **Web site**

Some of the discussion about the Web site overlapped with the report from the Membership Committee. Prior to Thanksgiving, Liz became aware that the Friends' Web site was going to be closed due to lack of proper security. On November 22, Liz requested that the Friends vote to continue with GoDaddy and update the Web site and, therefore, requested an extra \$25.82 to fulfill the bill. Steve circulated the vote via email and the vote passed. Liz also suggested that we make use of PayPal to facilitate the payment of dues. The new Web site will be more interactive and will be able to supply more information from the Board to the members.

### **Articles of Incorporation**

Steve shared the letter from the state acknowledging the Friends as a registered non-profit organization. The next step is to advertise our incorporation in the local paper. Lawyer Rick Kempes will take care of this and bill the Friends for the advertisement (\$200.00) Rick will also provide a bylaws template. Steve will be forming a small committee to review the template and determine how the Friends' current bylaws document might need to be revised. The committee will meet after the holidays.

### **Adjournment**

Liz made a motion to adjourn, seconded by Judy. The meeting was adjourned at 7:48

Next Meeting

Tuesday, January 7, 2020 in the Pearl S. Buck Room.