

Friends of the Mount Carroll District Library
February 4, 2020

Present: Anna Gray, Fayellen Sanetra, Carol Frey, Marsha Foltz, Laurel Bergren, Pam Naples, Diane Manikowski

The meeting was called to order at 6:00 p.m. by Anna Gray, president.

Diane Manikowski volunteered to take notes of the meeting. In addition the meeting was audio taped.

Motion by Carol Frey, seconded by Marsha Foltz to accept the minutes of the January 7, 2020 meeting. The motion was carried.

Anna Gray thanked Marsha Foltz and Catherine Mahaney for meeting and working together for the transition of the treasurer's office.

Motion by Marsha Foltz, seconded by Fayellen Sanetra to accept the treasurer's report ending January 31, 2020. The motion was carried. Ending January 31, 2020, there is a total of \$6,872.49 in the checking account and \$20,864.24 in the Certificate of Deposit.

Library Director's Report

Pam Naples reviewed the varied programs that will be offered in February: Wits Fits, LEGO, Card Making, Euchre, Cooking with Herbs, Film Editing, Birds and more.

Motion by Marsha Foltz, seconded by Carol Frey to sponsor 15 tickets at \$6.00 each for the TLP May Children's Magic Treehouse production. The motion was carried.

The Library's Trivia Night fundraiser will be held on March 21st at Henry's KK. Pam Naples asked for volunteers to help with this major fundraiser. Currently Marsha Foltz and Catherine Mahaney have volunteered; Anna Gray volunteered to help as a scorer. Please contact Pam if you are available to help. Tickets for the event are \$10.

Old Business

Rotary has not made a decision on the distribution of grant awards at this time.

Cathy Hutchcraft and Anna Gray have looked at material and bags options to keep the silver set protected. Material costs about \$30 a yard and bags are about \$35 for large tray. Silver items will be measured to get more definite cost.

New Business

The Friends of the Mt. Carroll Public Library Internal Audit as submitted by Catherine Mahaney, treasurer, was read by Anna Gray. The report states that there were no financial inconsistencies noted in the audit, but the following were noted:

1. The accounts do not reflect the current name of the library.
2. Check #1200 payable to MCEdge (Economic Development Group) dated 11-7-2019 in the amount of \$30.00 for 3 Badger books is still outstanding.

3. A set of keys was in the bank bag that Marsha stated belonged to the library but did not know their use.
4. A form W-9 Taxpayer Identification Number Request by Good Samaritan Society which indicates that as of 3-1-2017 the Friends of the Mt. Carroll Public Library was not exempt from Form 1099 reporting, There was a 2018 1099-INT form in file.

Motion by Carol Frey, seconded by Fayellen Sanetra to accept and place the internal audit on file. The motion was carried.

Motion by Fayellen Sanetra, seconded by Carol Frey to change the name on the checkbook and CD accounts to Friends of the Mount Carroll District Library. The motion carried.

Marsha Foltz asked about the EIN number and Laurel Bergren said the Friends will decide whether they become a subcommittee of the library or stand alone group and EIN status will change.

Discussion ensued regarding the address to where mail is delivered for Friends. For a few years, a PO box was used and then discontinued. Some mail, ex. membership letters, go to the library and checking and CD mailing to the bank since Marsha worked there. In January, Catherine Mahaney 's address was placed on banking statements and CD.

Motion by Marsha Foltz, seconded by Carol Frey to change the Friends' address on all accounts for all mailings to go to the Library at 208 N. Main Street, Mount Carroll. The motion was carried.

Keys that were in the treasurer's bag were handed over to Pam Naples.

Anna Gray thanked Catherine Mahaney and Pam Naples for looking for some historical documentation in Library Board and Friends minutes from 2006 and forward to learn more about the organizational structure of the Friends. Friends were mentioned in the Library minutes as meeting in November 2005. Currently, the brochure and website will be updated to show that we seemingly are not a not-for-profit organization. We continue to look for additional documentation, ex old minutes, to help us understand the beginnings of our organization,

Charter members will be asked for some assistance in looking at old files they may have. Laurel has looked into online files that may identify EIN number holder and status, but no success to date. There are tax implications with some types of organizational structure .

Laurel Bergren recommends that the name and address changes to done at the time the Friends decide on what status they would like to pursue, not-for-profit status or a subcommittee of the library. Not for profit status can be done online with a \$25 fee to the State of Illinois and registration with the Attorney General's office. Two years time is given for organizations to get all completed. Laurel is looking into support organization information. Laurel also shared information she has gathered from conversations with Atty. Ron La Sage who suggested to her that Friends situation is not unusual and his recommendation was to become a 501©3. Some organizations will only give funds to a not for profit. Atty Phil Lenzini suggested that the Friends become a subcommittee of the library. Name change was also suggested when the type of organization is chosen,

Friends were encouraged to look online at other similar Friends organizations for regional libraries. The National Friends of the Library has some informative material to read that is helpful in organizing Friends groups.

Anna Gray reported since 1099 forms were found in the treasurer's materials, we may have some tax implications for 2015 through present.

No information has been given on the location suggestion for the December Tea Party.

Alan Rosenberg and Fayellen Sanetra were thanked for their work on the brochure review committee. They made suggestions for content updates and new photos and will meet again to complete the review before updates implemented,

The By-laws will be updated when decision is made on future decision for organizational structure.

Motion by Marsha Foltz, seconded by Fayellen Sanetra to purchase stamps @ \$54 and envelopes for a mailing of the membership letter with return stamped envelope. The motion carried.

Fifteen-year anniversary celebration will be planned for later in the year.

Other Business

Laurel Bergren mentioned that she has found a government site that has EIN number listing with organization's names and so far she does not find Friends listed. Anna Gray mentioned that Catherine Mahaney found another FEIN number listed for Friends in a letter from the TBK Bank in the materials handed to her in the transition of information. That letter will be shared with Marsha Foltz at her request.

Motion by Diane Manikowski, seconded by Marsha Foltz, to adjourn at 6:55 p.m.

Respectfully submitted,

Anna Gray

Next meeting date: Tuesday, March 3, 2020. 6:00 p.m.