

FRIENDS OF THE BARABOO PUBLIC LIBRARY
ADVOCACY, FUNDRAISING, VOLUNTEERISM
BOARD MEETING MINUTES
Monday, October 1, 2018 - 6:00 pm
Civic Center, room 11

- I. **Call to order:** Meeting was called to order at 6:00 p.m. by Board President Sara Roltgen with Pat Shear as Recording Secretary. Others attending were Jessica Bergin, Maria Kopecky, Jennifer Watts and Maria Luisa Ramos Romero.
- II. **Review of agenda:** Items B. and C. under New Business will be postponed until the November meeting.
- III. **Minutes of September 11, 2018 meeting:** Motion to approve the minutes made by Jessica Bergin and seconded by Maria Luisa Ramos Romero.
- IV. **Treasurer's report:** Current Treasurer's report was not available in time for this meeting.
- V. **Secretary's report & correspondence:** None
- VI. **Standing Committee reports**
 - A. **Director's Report:** The community survey is ready. Announcement of the survey will be made on the library website, the Friends' Facebook page, by postcards mailed to area residents and through the Baraboo News Republic. An email will be sent to Friends members. Community conversation groups will be scheduled by invitation. Jessica met with the city administrator and treasurer to review budgets. There are no issues with either the library or Friends budgets. A new library page position has been proposed to start in 2019. The library board and staff are creating a public relations program with the theme, "Get Loud for the Library."
- VII. **Special Committee reports**
 - A. **Book Sale committee:** Set up for the sale will start on December 5th. The sale will be Friday December 7th from 9:00 to 5:00 and Saturday December 8th from 9:00 to 4:00. The \$5.00 bag sale will run on Saturday from 12:00 to 4:00. There is no more storage for books at the library. Lena is now using space at the Baraboo Arts building. Pat Shear will work with Lena on coordinating promotion of the sale. There was discussion on getting a larger cart or bookcase for in-library book sales and newer shelving for the semi-annual sales. No decisions made at this time.
 - B. **Books for Newborns:** 60 English language books and 15 Spanish language books were ordered. All but one copy of one book have been received. New Spanish translations of the library pamphlet and welcome card have been prepared.
 - C. **Music with Friends:** Maria is still looking for suggestions of performers and will contact past groups to see if any are willing to appear again.

VIII. Unfinished Business

A. GSCCF donation decision/report: Sara will send a thank you to the couple who made the donation. A detailed report on the expenditure will need to be sent to the GSCCF by December 18th.

B. Fall Art Fair, Oct. 13: A follow-up email requesting help was sent on September 20th.

C. Friends swag: Sara has quotes from one company and will also contact another company for figures on various items such as bags and window clings.

D. Annual appeal letter/newsletter: Sara is creating the annual appeal letter in a newsletter format which will include pictures of projects and events from this year. Maria will design the annual meeting invitation which will be included.

E. Drawing event: After discussion on various possible dates it was decided to try to schedule the event on Saturday February 2, 2019.

IX. New Business

A. Library advocacy: This was discussed under the Director's Report.

B. Seasonal decorations: Moved to the November meeting.

C. Exterior improvements: Moved to the November meeting.

D. Approval of disbursement requests: \$268.92 BSI Sign Shop-Rain garden information sign.

X. Next meeting date - Tuesday, November, 6:00 pm, Library: Date and location to be determined.

XI. Adjournment: Motion to adjourn made by Jessica Bergin, seconded by Pat Shear. Meeting adjourned at 7:27 p.m.

Pat Shear, Meeting minutes recorder
October 1, 2018