

**FRIENDS OF THE BARABOO PUBLIC LIBRARY**  
**ADVOCACY, FUNDRAISING, VOLUNTEERISM**  
**BOARD MEETING MINUTES**

Tuesday, November 6, 2018 - 6:00 pm  
West Square Building, room B-30

**I. Call to order:** Meeting was called to order at 6:05 p.m. by Board President Sara Roltgen with Pat Shear as Recording Secretary. Others attending were Jessica Bergin, Maria Kopecky and Maria Luisa Ramos Romero. Absent was Jennifer Watts.

**II. Review of agenda:** Under New Business, added Item G. Volunteer Coordinator

**III. Minutes of October 1, 2018 meeting:** Motion to approve the minutes made by Jessica Bergin and seconded by Maria Kopecky.

**IV. Treasurer's report:** Filed for audit.

**V. Secretary's report & correspondence:** None

**VI. Standing Committee reports**

**A. Director's Report:** There were 1200 responses to the recent library survey. The strategic planning consultant will compile the data for a report. Jessica purchased and awarded Chamber Bucks to the survey participants who won the drawing. The Community Conversation groups are being scheduled. The first one is set for November 28 at the library at 6:00. Invitations will be sent to non-profit and service groups and business owners. The proposed 2019 library budget is expected to pass as written. A part time page position will be posted in January.

**VII. Special Committee reports**

**A. Book Sale committee:** Promotion for the December sale has started. Announcements are on the library and Friends Facebook pages and will be updated. Pat Shear recorded a public service announcement which Joan Wheeler will send to the WRPQ radio. Posters have been printed and are being distributed. A press release will be sent to the Baraboo New Republic. Lena reports that everything else is on schedule.

**B. Books for Newborns:** Another 36 books were dropped off at St. Clare Hospital in October. Year to date totals are 141 English language books and 9 Spanish language books delivered. We have 24 English and 15 Spanish on hand.

**C. Music with Friends:** The 2019 schedule includes The Driftless Brass Quintet on January 10<sup>th</sup>, Jake'O McCluskey on February 7<sup>th</sup>, Pretty Good Kitty on March 14 and Wilder Dietz on April 11.

**VIII. Unfinished Business**

**A. GSCCF donation report:** Sara and Jessica will finalize the report by the December 18, 2018 deadline.

**B. Annual appeal letter/newsletter:** The appeal letter is ready to be mailed.

**C. Drawing event:** Rob Gorder has agreed to the February 2, 2019 date and the library program room has been reserved.

**IX. New Business**

**A. December book sale promotion:** Discussed under Special Committee reports

1. Retain procedures for May sale

**B. Seasonal decorations:** Jessica has ordered decorations for front entrance and desks from Jennifer Fox.

**C. Annual meeting details:** Menu will include cheesecake, mixed nuts, coffee and hot chocolate. Two table arrangements will be ordered from Jennifer Fox. Tablecloths and airpot dispensers will be purchased.

**D. Exterior improvements:** Discussion postponed until February meeting.

**E. Music with Friends location:** Discussion on whether or not to move performances to program room. It was felt that there are advantages to keeping them upstairs and that we need to coordinate the set up and take down so as not to impact library staff. Suggestion made to use program room for patrons who want a quiet area.

**F. Approval of disbursement requests:** None

**G. Volunteer Coordinator:** Penny Johnson will use her computerized program to help track and organize Friends volunteers.

**X. Next meeting date - Tuesday, December 4, 6:00 pm, Civic Center**

**XI. Adjournment:** Motion to adjourn made by Jessica Bergin, seconded by Pat Shear.  
Meeting adjourned at 7:29 p.m.

Posted: November 1, 2018