

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

Tuesday, December 4, 2018 - 6:00 pm  
Baraboo Burger Company

**I. Call to order:** Meeting was called to order at 6:15 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:** No changes

**III. Minutes of November 6, 2018 meeting:** Motion to approve the minutes made by Jessica Bergin, seconded by Maria Kopecky.

**IV. Treasurer's report:** Current report was not available at the time of the meeting. Maria will email it when it arrives.

**V. Secretary's report & correspondence:** Sara Roltgen received a thank you note from Library staff member Gail Johnson. Three new memberships have been received.

**VI. Standing Committee reports**

**A. Director's Report:** All community conversation meetings have been held. A new strategic plan will be written by January, 2019. A design for the new library building will be done by April or May, 2019. Public input may be sought on the final design. Penny Johnson is updating the volunteer database to include Friends volunteers. There is an increased cost for the program since the monthly fee is based on the number of volunteers who are listed. Jessica asked if the Friends would pay the additional amount of \$150. Motion to approve paying the additional \$150 for the volunteer database made by Maria Kopecky, seconded by Luisa Ramos Romero. Motion passed.

**VII. Special Committee reports**

**A. Book Sale committee**

**1. Last minute needs:** Everything is ready for the sale. Lena Nissley asked to add a bargain table with books priced at \$1.00. Other prices will be the same as the last sale. Non-profit groups will select books starting at 10:00 on Monday. Clean up will start at 2:00.

**B. Books for Newborns:** Nothing new to report.

**C. Music with Friends**

**1. Confirm location:** Maria Kopecky has printed posters and bookmarks advertising the four performances. We will continue to hold the events upstairs. Friends members will be responsible for all set up and clean up.

## **VIII. Unfinished Business**

### **A. Annual appeal letter/newsletter update**

- 1. Strategies to attract younger/diverse members:** Suggested ideas included displaying membership materials and setting up a children's book sale cart in the Children's Department, introducing the Friends group at Storytime events, adding membership information to the Chamber of Commerce display racks and creating a flyer to go with the membership form that is different than the annual appeal letter. No decisions made at this time. Discussion held on how to adjust the board member terms so that all four positions do not change at the same time. It was also mentioned that per bylaws, a library staff member needs to be part of the Friends board. Motion made that the board President stay one additional year and the library staff representative position be optional made by Jessica Bergin and seconded by Luisa Ramos Romero. These bylaw changes would need to be posted two weeks prior to the annual meeting and voted on at that time in order to take effect.

## **IX. New Business**

### **A. Approval of disbursement requests:**

\$200 U.S. Bank for Chamber of Commerce Chamber Bucks used for library survey prizes.

## **X. Next meeting date - Thursday, January 10, 2019, 6:30pm, library**

## **XI. Adjournment:** Motion to adjourn made by Pat Shear, seconded by Jessica Bergin. Meeting adjourned at 7:30 p.m.

Pat Shear, Meeting Minutes Recorder  
December 4, 2018