

FRIENDS OF THE CARNEGIE-SCHADDE MEMORIAL PUBLIC LIBRARY OF BARABOO

ADVOCACY, FUNDRAISING, VOLUNTEERISM

Friends of the Carnegie-Schadde Memorial Public Library of Baraboo

Advocacy, Fundraising, Volunteerism

Regular Meeting Minutes: November 8th, 2022, 6:00pm

Submitted by: Amber W. Giddings

Location: Baraboo City Hall, 101 South Blvd, South Conference Room

In Attendance

- I. Call to order: The meeting was called to order by President Emily Olson at 6:00pm.
Present: Emily Olson, Danielle Bolig, Lynn Hawthorne, Pat Shear, Nancy Toberman, Jessica Begin, Amber Giddings. Absent: Tut Gramling
- II. Review of agenda: The agenda was reviewed. Nancy Toberman made a motion to approve the agenda, seconded by Lynn Hawthorne. Motion approved.
- III. Approval of October 11th, 2022, minutes. The minutes were reviewed. Motion to approve by Jessica Begin, seconded by Lynn Hawthorne. Motion carried.
- IV. Treasurer's reports were presented for review.
Revenues: Book Cart Sales/Memberships were both slightly down. \$100 request from the Youth Services group was presented.
The paper making Poinsettia class raised the Friends of the Library \$575. Nancy Toberman is sending a Thank you to Carolyn B for leading the flower paper making events.
- V. Correspondence and new memberships: Pat Shear will show Amber Giddings where the Friends drawer is in the Library.
- VI. Director's report: Jessica Begin reported that the construction seems to be going well and on target. The week following this meeting, the library staff was having a staff development day. Jessica Begin is hoping the staff receive a walk through that day. The Friends will donate Bubbly waters and coffee to the staff development day meeting. Lynn H made a motion to spend up to \$75 out of the events and supplies budget to fund the beverage donation. Nancy seconded the motion. Motion carried.
- VII. Special committee reports: assignments
 - a) Fundraising (Olson, Toberman)
 - i. Tote bag and design contest: Nancy Toberman did not bring her computer for the meeting. She has been working on the contest on the contest in Canva on the computer. The timeline to launch the contest was discussed. The beginning of the New Year was discussed. The contest could be introduced in the newsletter and by email. Nancy and Emily will work on finalizing all details of the event.
 - b) Events (Gramling, Hawthorne)
 - i. Paper flower: this event went well. It was noted that small classes for the paper flowers are best.

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- c) Books for Newborns (Shear): All of the books that were ordered for the program have arrived.
- d) Social Media (Bergin, Bollig, Giddings) Amber Giddings was added to this committee. The Friends group would like to build their social media presence.

VIII. Unfinished Business

- a) End of year newsletter and membership drive: Emily has requested when the end of the year newsletter draft is emailed out, that everyone reviews it for suggestions for changes.
- b) Annual Meeting: In place of the regular Friends December meeting, the group will meet in a planning session. January 10th is the annual meeting. After some discussion about the location of the meeting, the group decided to ask Jessica if the Fireplace room is available for the meeting.

IX. New business

- a) Approval of disbursement requests, 1 disbursement for \$466 to Demco Books for the book cart was presented to President Emily Olson, Secretary Amber Giddings. Both signed the disbursement document.
- b) Next meeting: February 7th, 2023, 6:00PM

X. Adjournment: Pat Shear made a motion to adjourn at 6:49pm. Lynn Hawthorne seconded the motion. Motion to adjourn approved.