

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

Tuesday, August 14, 2018 - 6:00 pm  
Civic Center, Room 18

- I. **Call to order:** Meeting was called to order at 6:01 p.m. by Board President Sara Roltgen with Pat Shear as Recording Secretary. Others attending were Jessica Bergin, Maria Kopecky, Maria Luisa Ramos Romero and Jennifer Watts.
  
- II. **Review of agenda:** No additions or corrections.
  
- III. **Minutes of June 12, 2018 meeting:** Motion to approve the minutes made by Jessica Bergin and seconded by Maria Kopecky.
  
- IV. **Treasurer's report:** Accepted for audit.
  
- V. **Secretary's report & correspondence:** None.
  
- VI. **Standing Committee reports:**
  - A. **Director's Report:** Jessica Bergin will act as library staff representative for now. The replacement sign for the rain garden has been ordered but the installation date has not yet been set. The request for volunteers to help with labeling the BookPage booklets yielded more than enough help. The Young Professionals Group meeting went well. They appreciated the refreshments provided by the Friends and the library tour. The library will have a booth set up during the downtown Fair on the Square event on Saturday October 13<sup>th</sup>. There is a \$45 fee. Motion made that the Friends cover the \$45 fee made by Pat Shear, seconded by Luisa Ramos Romero. Motion carried. We will send out an email to the Friends group to look for volunteers to help staff the booth. Maria Kopecky will represent the Friends on the Library Strategic Planning Committee. The Friends are to have a 5-10-minute radio spot on September 12<sup>th</sup>. Jessica will check to see if this date can be changed to a later one. Jessica suggested that the Friends might want to participate in Amazon Smile, where donations on purchases can go to a designated charity. The Friends do not have a tax-exempt Identification number however, so we cannot participate. The Baraboo Literacy Council is a listed group. It was suggested that they be your designated group. Friends meeting date will be changed to first Tuesday of the month beginning in October to better accommodate Jessica's schedule. One of the library copy machines has broken. Jessica will contact the city for any options of replacement.
  
- VII. **Special Committee reports**
  - A. **Book Sale committee:** Maria Kopecky and Pat Shear met with Lena Nissley to discuss the semi-annual book sales. Lena provided detailed notes on how she operates the sales and also explained that she would not be able to take charge of the May 2019 sale. We will check with her on dates for the December sale. Jessica will explore eBay sales options on books and paintings that have been donated to the library.

**B. Books for Newborns:** Pat Shear reported that 84 English language and 6 Spanish language books have been dropped off this year at St. Clare Hospital. There are 21 and 3, respectively, on hand along with a new supply of ribbon used for the book bundles. More books will be ordered soon.

**C. Music with Friends for 2018-2019:** We hope to have events from January through April in 2019. Maria Kopecky will continue to be in charge and is looking for suggestions of performers.

#### **VIII. Unfinished Business**

**A. Annual appeal letter – November:** It was decided to send out the letter in November to better align with the change in annual membership meeting date. Sara will write the letter.

**B. Annual membership meeting – January**

**i. Music, food, speaker:** Decision made to hold the annual meeting on Thursday January 10, 2019 to be followed by the first Music with Friends performance.

**ii. Notice to members:** Sara will write an invitation to the members and Pat Shear will send it out to the email group.

#### **IX. New Business**

**A. Donation from Sauk County Community Foundation:** The Friends have received a \$500 donation from Richard and Mavis Schulze. A detailed report on the use of the money will need to be sent to the SCCF by December 18, 2018. Ideas for the money will be discussed at the September meeting.

**B. Drawing events - November and/or February:** Pat Shear will contact Rob Gorder regarding a possible charcoal drawing fundraiser in February 2019.

**C. FBPL swag/tote bags:** Discussion held on screen printed book/shopping bags that could be sold or used as prizes and other possible labeled items, such as mugs. Jessica also talked about the need for sturdy bags to use to deliver books to homebound library patrons. Sara and Jessica will check on options and companies and report back.

**D. Approval of disbursement requests:**

Luisa Ramos Romero - \$44.47 - refreshments for Young Professionals meeting

Pat Shear - \$78.28 - ribbon for Books For Newborns book bundles

Jessica Bergin - \$67.90 – Cake and paper goods for Mary Grant's reception

BookPage - \$528.00 - Yearly subscription for 100 monthly copies.

#### **X. Next meeting date - Tuesday, September 11, 6:00 pm, Civic Center, room 18**

**XI. Adjournment:** Motion to adjourn made by Jessica Bergin, seconded by Maria Kopecky.  
Meeting adjourned at 7:32 p.m.

Pat Shear – Meeting Minutes Recorder  
August 14, 2018  
Approved September 11, 2018

