

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

Tuesday, August 6, 2019 - 5:30 pm - West Square Building, Room B-30

I. Call to order-Meeting was called to order at 5:30 pm by Board President Sara Roltgen with Pat Shear as Recording Secretary. Others attending: Jessica Bergin, Lynn Harthorne, Phillip Zolper and Lena Nissley. Absent: Luisa Ramos Romero and Anne Horjus.

II. Review of agenda-Under New Business: add item D. BookPage subscription

III. Minutes of July 2, 2019 meeting-Motion to approve the minutes as written made by Lynn Harthorne, seconded by Jessica Bergin. Motion passed.

IV. Treasurer's Report-Filed for audit.

V. Correspondence-There have been six new or renewed Friends memberships since April, 2019.

VI. Standing Committee reports:

A. Director's Report-Jessica Bergin distributed copies of the library's August Adult Program brochure. The next Baraboo Common Council Meeting is on Tuesday August, 13, 2019 at 7:00 p.m. We encourage everyone in favor of the library expansion project to attend. Pat Shear will send a reminder email to Friends members. The new budget cycle is approaching. Jessica will meet with Sara Roltgen and Lynn Harthorne to discuss the 2020 Friends budget.

VII. Special Committee reports:

A. Book Sale-We will create and post the criteria for donated items for book sales. This will help library staff and the public know what is acceptable for donation and help reduce the number of unusable items. Lena Nissley requested a larger cart or case to display sale books. Lena will work with Jessica and Zach Otto select an appropriate item and report back.

B. Books for Newborns-Pat dropped off 30 English language books in July to St. Clare Hospital. The nursing director once again expressed how much the staff and parents appreciate this program. Jessica and Pat decided to discontinue some of the added brochures as they are no longer freely available from the Wisconsin Department of Public Instruction. We will continue to include the library brochure and the welcome card. Sixty more books English language books have been ordered.

VIII. Unfinished Business:

A. Friends logo window clings-One quote is \$350 for 250. Sara will seek another quote. Other items that could be used for fundraising were discussed, such as imprinted candy bars or snack displays. No decision made at this time. We will continue to evaluate ideas.

B. Volunteer Accessories-Discussion held on a pin or badge that people could wear while they are volunteering. Jessica suggested using a badge making machine which can be borrowed from the South Central Library. Lynn will come up with a design that will fit on the badge.

C. Window cleaners-Windows were cleaned by Weyh's Window Washing on August 2, 2019. Jessica stated that they did a great job.

D. Sandwich board approval-Motion made by Lynn Harthorne and seconded by Pat Shear to purchase the sandwich board. Jessica will order it.

IX. New Business:

A. December book sale dates-We will hold the sale on Friday and Saturday December 6th and 7th. Jessica will reserve the program room from Wednesday December 4th through Monday December 9th.

B. August 28 radio slot-Sara will speak about the Friends for the pre-recorded radio announcement.

C. Approval of disbursement requests-

\$814.25 to DEMCO for book display rack for adult department

D. BookPage subscription renewal-Motion made by Lynn Harthorne and seconded by Pat Shear to spend \$576.00 for 100 copies per month of BookPage for 2020.

X. Next meeting: 5:30pm September 3, 2019 - West Square Building, B-30

XI. Adjournment-Motion made by Lynn Harthorne and seconded by Phillip Zolper to adjourn the meeting. Meeting adjourned at 6:25 p.m.

Pat Shear – Meeting Minutes Recorder
August 6, 2019

Approved September 3, 2019