

Friends of the Carnegie-Schadde Memorial Public Library

Meeting Minutes

Tuesday, April 12, 2022 – 6:00pm

Location: Baraboo City Hall, South Conference Room

Members Present: Jessica Bergin, Emily Olson, Tut Gramling, Barbara Lund, John Ellington, Pat Shear, Nancy Toberman

Members Absent: Danielle Bollig

I. Call to order

A. Meeting was called to order at 6:07pm by board president Emily Olson with Barbara Lund as recording secretary.

B. Review of Agenda

Tut Gramling motioned to approve the corrected agenda. John Ellington seconded. Motion approved.

C. Approval of Minutes from Last Meeting

Jessica Bergin motioned to approve the minutes from March 8th, 2022. Tut Gramling seconded. Motion approved.

II. Treasurer's Report

Book cart sales totaled \$206.00. Memberships brought in \$165.00.

Disbursements totaled \$400.00 and went to Youth and Adult Services, and Book for Newborns.

III. Correspondence and New Memberships

We had 4 new memberships last month. Pat dropped off a batch of books at the hospital and it included the 1,000th book donated through the Books for Newborns program. A photo with Pat and the nurses, along with an article, will be submitted to the newspaper by Joan. A reminder was given that thank-you notes should include the date and amount, so members can use the thank-you as a receipt.

IV. Director's Report

Jessica reported the first steps of construction are starting. The parking lot is now closed, and a large trailer has been placed on the site. There is a new walk-up book drop in the front of the building. There are plans to make a drive-up book drop on Birch St. Jessica is trying to get the word out about all the changes. She wants to stress that the library is still open. She may be looking for volunteers to help with packing and moving things around. Public Works will be moving the large furniture.

V. Special Committee Reports

Some of the committees are still on hold until construction and covid are over.

Jessica suggested a reconfiguration of the committees so progress can continue.

Jessica Bergin motioned to replace the Music with Friends Committee with the Events Committee, and the Book Sale Committee with the Fundraising Committee. Ad hoc committees will be formed when needed. Tut Gramling seconded. Motion approved.

The new committees and their members are as follows:

Media – Danielle Bollig and Jessica Bergin

Books for Newborns – Pat Shear

Events Committee – Tut Gramling and Barbara Lund

Fundraising Committee – Emily Olson and Nancy Toberman

Two seats will be opening on the Library Board in July so we may be getting a new representative.

Books for Newborns – Pat Shear ordered 90 English books. 65 arrived and 25 are on backorder. On 3/16 she dropped of 10 English books and 6 Spanish books at the hospital.

VI. Unfinished Business

- A. Staff Appreciation – Staff were appreciative of the tasty and healthy snacks.
- B. Groundbreaking Ceremony, April 28, 2022 – Tut has ordered 20 plastic construction hats. Jessica has stickers. Tut is also ordering 75 cookies. Pricing will determine if they are decorated or undecorated. Cookies will be individually wrapped with a sticker. Tut will be bringing a table and tablecloth. Barbara mentioned it would be nice for the Friends to have buttons or nametags. Jessica mentioned the children's portion begins at 11:45, so set up will begin at 11:30. The event will be held in the church parking lot.

VII. New Business

- A. Approval of Disbursements – A disbursement of \$173.45 for Staff Appreciation snacks was signed.
- B. Volunteers – Discussion took place over what to do with the new membership volunteer interest. It was decided that another sentence will be added to the thank-you note that acknowledges the volunteer interest. When there is a Friends event that requires volunteers, we will send out an email or sign-up.
- C. Next meeting will be Tuesday, May 10th, 2022 at 6pm. Jessica will reserve the City Hall South Conference room for the rest of the year. Meeting was adjourned at by Emily Olson 6:57pm. Pat Shear seconded. Motion Approved.

Barbara Lund-Meeting Minutes Recorder, April 12, 2022
Approved