

## **Friends of Peninsula Community Library Meeting Minutes for January 27, 2021**

In attendance via Zoom: Penny Campo-Pierce, Chris Cipko, Nora Francis, Cheryl Naperala, Mary Kennedy, Gladys Maguire, Madelyn Ryan, Vicki Shurly, Gretchen Soutear, Robbin Stott, Nancy Tucker, Michele Westcott.

### **Welcome:**

The call to order came at 1:05. Members were welcomed via Zoom by President Mary Kennedy.

### **Director's Report:**

Library Director Vicki Shurly reported that the library is still on curbside service but is busier than ever. Patrons are grateful that they can get books. Some limited notary service is being done. Puzzles on the porch continue to be a hit. Craft bags are popular—over 250 a month have been given out. The question is still this: when will we throw the doors open? It's still an issue of safety, so we do not know yet. The new board is in place and is doing well. It consists of three returning members—John Bercini, Lori Brickman, and Nikki Sobkowski— and three new members—Nancy Davy, Brit Eaton, and Todd Wilson. The new flag is up and getting positive comments from community members. Because of its size, it is difficult to maneuver to half-mast when needed. However, some community members have volunteered to help with that. Santa still answers letters received at Old Mission. Vicki has joined TADL's strategic library planning committee. If others are interested, they can look online for information and apply. Check-outs last month numbered 1,290. Items on hold and sent to other libraries numbered 638. Requests by our patrons for items from other libraries numbered 485.

### **President's Report:**

President Mary Kennedy reported on our new officers: President, Mary Kennedy; Vice-President, Madelyn Ryan; Secretary, Nancy Tucker (continuing from last year); Treasurer, Michele Westcott, who is replacing Tricia Davies who moved. In addition, Robbin Stott is taking over as Membership Chair, and Penny Campo-Pierce and Robbin Stott are on our Board of Directors.

Fundraising is not planned for right now. Instead, we are emphasizing increasing our membership.

### **Vice-President's Report:**

Vice-President Madelyn Ryan discussed book donations. We are not accepting book donations now. While we are anxious to start planning, there is a limited amount that we can do until we know when the library will open and what safety precautions must be in place regarding COVID-19. A question was raised about Interlochen Library's online book sale of used books. Should we explore something like that? Madelyn will contact Interlochen Library and find out how they manage it. Discussion ensued regarding an online approach to used book sales. Several concerns were raised about how this could be done including the financial aspects of it. It was suggested that we might consider working via Amazon or ABE books, but no decisions were made. More research seems necessary.

### **Secretary's Report:**

The minutes of the November 18, 2020 meeting (via Zoom) were taken by Secretary Nancy Tucker and shared via email. Attention was drawn to the addendum in early December regarding the change of treasurer. A motion was made by Michele Westcott to approve the minutes. It was seconded by Nora Francis. The minutes were approved unanimously by roll call.

**Treasurer's Report:**

Our new Treasurer, Michele Westcott has received the financial information from our outgoing treasurer. She is currently exploring the information through verifying the excel documents against the bank transactions. She has also made some changes, primarily opening access to banking online so that we may scan checks and deposits, thus making banking quicker and easier. Her goal for the year will be to streamline our financial processes.

As of December 30, we had \$15,613.89 in our account. As of today, January 27, 2021 we have \$12,263.89. The complete report follows:

**Preliminary End of Year Financial Report for 2020**

Bank Balance on 12/31/2020	\$15,613.89
<u>Receipts</u>	
Memberships	\$ 1,845 (191 members \$65 prepaid in 2019)
Donations	\$ 3,100
Brick Sales	\$ 8,700
Amazon Smile	\$ 87
Book Sales	\$ 864
Pass Through for PCL	\$11,990 (not income for Friends)
<b>Total Receipts</b>	<b>\$26,586 (can file short form taxes if &lt; \$50k)</b>
<u>Disbursements</u>	
Library Operations	\$ 9,000
Brick Purchases	\$ 3,088 (most for bricks purchased in 2019)
Postage & Printing	\$ 711
Library History Project	\$ 100

**2021**

Bank Balance on 1/27/2021	\$12,263.89
<u>Pending Invoices:</u>	
Annual Letter Printing	\$ 215.14
Annual Letter Mailing	\$ 327.32

Our not-for-profit status with the State of Michigan is confirmed as good.

It was also pointed out that the membership form and information on the website needs updating. Michele agreed to do that.

**Bricks Committee:** Michele Westcott stated that we will continue to take orders for Bricks through the winter and spring. The physical order should be placed in the late spring or summer.

**Membership Committee:** Robbin Stott reported that the membership letter is out to all Peninsula residents. Several members reported having received it. President Mary Kennedy suggested that we check after March to see who on our list has not renewed their membership and send them a note. Michele Westcott confirmed that this had been done at some points in the past and that we could do it again.

**Old Business:**

A Friends' Appreciation Drawing was again discussed. We will proceed with this in the spring when safety concerns have eased.

**New business:**

*Future of fundraisers.* As we know, most of our fundraising ideas in the past have been dependent on being in physical proximity with other people. Since we don't know when that can happen, Mary and Madelyn are working on a list of ideas that have been culled from the Michigan Friends of Libraries group. For right now, we will concentrate on membership.

Could we consider a silent auction online? Discussion ensued. Several volunteers agreed to help figure this out. It is important to check on our PayPal account to make sure this could be used.

Meeting adjourned at 2:20 PM

Next meeting will be Wednesday, March 17 at 1:00PM via Zoom.

Respectfully submitted by Secretary Nancy Tucker