**Friends of Peninsula Community Library (in person)**

**Meeting Minutes, Wednesday, July 21, 2021**

The meeting was called to order by President Mary Kennedy at 1:05 p.m.

In attendance (in person): Penny Campo-Pierce, Chris Cipko, Marcia Decker, Nora Francis, Mary Kennedy (President), Madelyn Ryan (Vice-President), Vicki Shurly (Library Director), Robbin Stott (Membership Chair), Lisa Taylor, Nancy Tucker (Secretary), Michele Westcott, Pat Wittkopp (Treasurer).

**Review/Approve 5/19/21 minutes:** Minutes were presented by Secretary Nancy Tucker. Madelyn Ryan moved to accept the minutes; Nora Francis seconded the motion. The minutes were approved unanimously by the raising of hands.

**PCL Director’s Report:** Library Director Vicki Shurly shared the following information:

* The library still has many visitors, some local but many from out-of-town. Rules must still be applied.
* Summer reading club (Tales and Tails) has begun with an increase of three-fold over last summer —Friday is younger club day; Saturday is teen day.
* The fiscal year ended June 30; the library is currently preparing for auditors in August and September, along with assembling a new chart of accounts to meet the State’s new requirements.
* Group meetings have resumed: grief group, gentle yoga, men’s group, history talks.
* There is an increase in demand for meeting space, for which applications are now required.
* Craft bags are still a big hit.
* While PCL is an independent library (member library), we are following the lead of Traverse Area District Library regarding reinstating fines for hot titles and lending equipment but not for everyday items.
* Circulation was nearly 3,000 check outs. Curbside is still offered but demand is low. Seventy new library cards were issued. Sixteen programs were held in June, involving 269 people.
* Sticky labels have been applied identifying FPCL as purchasing TC Record-Eagle editions.

We did an around-the-table introduction so that everybody knew each other’s names.

**President’s Report:** President Mary Kennedy discussed the June book sale. In two days, we raised a little over $2,000. While it was agreed that the number was not high, considering the limited time, it was a successful sale. We have a new sale coming up in September. Also, some special anonymous donations have come in.

Our 2020 tax review information has changed. Originally it was understood that the Friends of PCL did not have to file a complete return for 2020 because we had not had income over $50,000 in that year. However, the IRS regulation indicates that we must not have had $50,000 income for three years consecutively. So, we will have to file the longer return for 2020, 2021 and 2022. The good news is that we have found someone to do this pro bono. It’s still a lot of work and we are grateful for the help.

**Treasurer’s Report:** Treasurer Pat Wittkopp provided a report of our financial status year-to-date for 2021. She reported that we have $28,379 at the present time. In addition, Pat is writing procedures for future treasurers. She is also looking at accounting packages to make our records more streamlined. Also, we are moving our account from PNC to Huntington Bank. We discussed changing our reports to quarterly and agreed that would be a sensible approach. If something big happens financially before the quarter ends, our treasurer can let us know what’s happening.

**Vice-President’s Report:** Vice-President Madelyn Ryan discussed the upcoming book sale. Madelyn and Marcia Decker are co-chairs of the book sale. As always volunteers are needed. Our attention was directed to sign-up sheets.

* The sale will be held from September 11-September 18, with a members-only day on September 10, probably in the evening. September 11-16 will be full price, while September 17-18 will be $5 a bag.
* It will be held in the Community Room of the library with overflow in the carriage house.
* We will be accepting book donations beginning Monday, August 2 from 4-6pm and every Monday through August.
* Set-up for the sale will begin September 7.
* Wrap-up party on Tuesday, September 21

Discussion was held on what to do with leftover books. Various ideas were shared, including many thoughts on inviting community groups to come after the sale and take books they might be able to use. Goodwill was also suggested as a possibility.

Marcia Decker shared ideas about fund-raising for the library from her experience down-state.

**Committee Reports**

**Membership Committee:** Membership Chair Robbin Stott reported that as of July 20, we have a total of 208 members, compared to 191 last year. It breaks down this way:

* 45 individual members, with dues income of $675
* 66 household members with dues income of $1650
* 31 lifetime members with dues income of $3100
* Total membership dues received $5425

Looking at new memberships, which are people who had not joined in the past two years, we have 50 new individual and household memberships and 10 lifetime members who had not been members before.

**Bricks:** Michele Westcott finalized orders for bricks. After this, there will be no more. We will be paying for the installation of 75-80 bricks by Old Mission Associates. Michelle also designed a special brick for Friends of PCL which will be installed at the same time.

**Web Reports:** Michele Westcott is continuing to identify and gather books that could be sold online via Tiny Cat and other venues.

**Old Business:**

The Memorandum of Understanding (MOU) between the Peninsula Community Library Board and the Friends of PCL has been given to the Library Board and is being reviewed by their committee. No more news at the present time.

**New Business:**

Friends of PCL bought one more shelf for the Carriage House to use for book sorting. This is an investment that we will use now and in the future.

Meeting adjourned at 2:55 p.m.

Next meeting will be September 22, 2021, at 1 p.m. in the Community Room of PCL.

Respectfully submitted by Secretary Nancy Tucker