

## **Cedarburg Friends of the Library**

### **September 3, 2019 Meeting Minutes**

In attendance: Sandi King, Jean O'Keefe, Jean Heberer, Heidi Laurila, Leann Boyea, Patti Dyke, Marc Sanders, Heidi May, DeWayna Cherrington, Philip Pane, Jessica Martischang, Karen Hassman, Linda Pierschalla – Library Director

Excused: Connie Dahlman, Mary Whittet, Kathy Pollock, Kathy Young, Carol Szudowski

Welcome and Introductions of all Board members

Meeting called to order at 6:36

Motion to approve Annual Meeting minutes from May 1, 2019 as submitted made by Heidi May, seconded by Jessica Martischang, approved.

Motion to approve monthly meeting minutes from May 1, 2019 as submitted made by DeWayna Cherrington, seconded by Patti Dyke, approved.

Co-President's Report – Karen Hassman – Thank you note from Nancy Krajecki for Summer Reading Program support was circulated.

- Motion to accept Marc Sanders and Heidi Laurila as interim board members made by Leann Boyea, seconded by Heidi May and approved.
- Mary Whittet regrets not being available for the meeting but Karen and Mary are moving forward with planning for the year and organizing committees. They are putting all minutes, agendas and pertinent documents on the Friends google document page and will be sharing sign in information so everyone has access to them. Mary will share training if anyone needs it. They've met with Linda to talk through future requests of CFOL.
- They are asking all CFOL Board members and volunteers to wear a lanyard identifying them as such while working in the library. Lanyards are available in the Friends room. Please use them.
- CPL Radio will be working in partnership with CHS on a 'story corps' type program after Jeff Messerman presented at the the teachers' opening day seminar.
- Carol Sudz will be taking over as the Home Bound chair as we have had a new request for this service.
- We are looking for a membership records chairperson to utilize their excel skills and work with google drive. Please refer any candidates to Karen Hassman.

Library Director's Report – Linda Pierschalla

- Today we received a \$2000 donation from Cindy Ehlers in honor of her husband Steve Ehlers, a previous CPL supporter and board member for plaques on two study chairs.
- CPL has free library card replacements during the month of September.
- The staff is very excited for the Cedarburg Reads activities and presentations.
- Linda passed out current Library Links newsletter. CPL is planning for a special edition of all activities next Summer that will be mailed to all Cedarburg residents with an additional marketing budget line requested in next year's budget. This is in response to comments from the strategic planning survey that the public didn't know all the events happening at CPL.
- She is hiring a new part time library aid for 12 hours per week. Application information is available at the front desk.

- Thank you to Friends for the programs and prizes for a very successful Summer Reading program. Highlight was the presentation by Nasa engineer, Curt Letz.
- Hand out of deadline dates for the Library newsletter. Please get any article information to Karen or Mary and plan for a picture of the board at October meeting.

#### Treasurer's Report – Jean Heberer

- Jean reminded us to use the check reimbursement request form that is under the front desk counter and that sales tax will not be reimbursed.
- Jean shared the financial reports; Balance Sheet through August 31, 2019, Target/Actual statement through August 2019 and Cash Available statement showing we have \$4,760.52 unallocated remaining for 2019 expenditures, with 24,743.61 in revenues held for 2020. The second quarter statement will be prepared for acceptance vote at the October meeting.

#### Fill the Shelves – Jessica Martischang

- Jessica gave a brief overview of this committee, including end of year letter to approximately 300 members from the last 3 years, gift tree cards, and book cart at Summer Reading signup day. Preparation are beginning for 2019 letter.
- Jessica sends thank you letters to all donations as the Corresponding Secretary. If you need one send or need letterhead, please contact her.

#### Membership Solicitation Committee – Jessica Martischang

- The team, Jessica, Jean O'Keefe, Sandi King and Jeanne Mueller, are working with Laura Beldavs to design a new CFOL brochure.
- There were 78 renewal memberships and 33 new memberships processed at the Summer Book Sale.
- Friends of Library week is Oct. 20 – 26. Ideas were discussed to build awareness of our organization and recognize our members at that time.

#### Book Nook – Karen reporting for Kathy Young

- Marc and Philip are joining the sorting and storing team. June to August received over \$700 in receipts. New system to note slow movers has worked well. Only shelving 2009 and newer books. Possible pop sales during Cedarburg Reads and other times are being considered.

#### Book Sale – Heidi May

- Summer book sale was a great success but down slightly from last year at just under \$9000. Heidi gave a detailed report on set up, left over books and quality of donations. These are in attached report. We did make a payment to Public Works for \$356 to move the books and store the heavy tables in the Community Center basement after the sale.
- Heidi requested that we try a Fall Book Sale in the Community Room, October 4<sup>th</sup> – 6<sup>th</sup>. She would determine which books we would sell, but it would run similarly to the Spring Sale with set up on Friday morning, selling on Friday, Saturday and Sunday. She asked for a budget of \$200 to purchase a new banner to advertise this sale.
- Motion to approve expenditure up to \$200 for publicity for the Fall Book Sale was made by Jessica and seconded by Patti and approved.

## Cedarburg Reads – Patti Dyke

- Our book is *Wisconsin Cheese Cookbook* by Kristine Hansen. Multiple events are planned including a presentation by Jim Rice, Sept. 12<sup>th</sup>, various cheese pairings at the Pig, Olive Sprig, Cedar Creek Winery and Delicately Delicious on Sept. 14<sup>th</sup>, movie screening of “Cheeseheads: The Documentary” on Sept. 17<sup>th</sup>, an presentation with the author on Sept. 24<sup>th</sup> and a CPL cooking club kickoff on Sept. 26<sup>th</sup>. Patti proposes that we begin a library of things of cooking items that could be checked out to the public. One donation is a stadium shaped cake pan. Publicity includes yard signs, Pig flyers, posters and social media by Heidi Laurila.
- Motion to purchase appropriate cooking item(s) to be donated to library of things as decided by the librarians, not to exceed \$250, made by Leann, seconded by Heidi and approved.

## The Fund – Karen Hassman

- The balance of the Fund is \$160,744.49. Mary Whittet will be the Co-President liaison to the Fund.

Motion to adjourn made by Philip, seconded by Heidi, approved.

Respectfully submitted by DeWayna Cherrington for Kathy Pollock