

MINUTES OF THE CEDARBURG FRIENDS OF THE LIBRARY

February 7, 2018

Present: Leann Boyea, Connie Dahlman, DeWayna Cherrington, Dick Dieffenbach, Patti Dyke, Karen Hassman Jean Heberer, Niki Maher, Mary Marquardt, Heidi May, Kristen Nelson, Linda Pierschalla, Juliet Sizemore, Mary Whittet, Kathy Young

Excused: Niki Maher, Jessica Martischang, Jeanne Mueller, Carol Szudrowitz

Welcome/Introductions- *Connie*

Guest Speaker- *Lauren Pierre –Admin. Asst. & Adult Services Librarian, (lpierre@cedarburglibrary.org)*

- Has been with library three years: UWM graduate 2014. Began as intern then part time followed by full time after six months
- Assists with: Ordering DVD, Blu Ray, CD, Vertical Files of local history, requests through email, supplies, book clubs and thank you for donations
 - CFOL will share their historical files with library to be included in Vertical Files
- Committees: Sunshine and Non-traditional Lending

Minutes- Corrections to Minutes: Connie's email address cdahlman@wi.rr.com

Karen Hassman moved that the minutes from January 10, 2018 minutes be accepted with correction, Kristen Nelson seconded. Approved

Co-President's Report- *Connie Dahlman & Leann Boyea*

- Friday, March 9: The Friend's room will be cleaned out. Please remove items or have clearly marked
- Use of library printers: Coordinate with Cathy at the front desk
- Niki Maher had baby
 - Heidi May will send two books, one for the parents and one for baby, with book plates on behalf of the Friends. Total of books not to exceed \$60.
- CFOL gift basket donated as door prize at Winterfest Chili Cookoff

Library Director's Report- *Linda Pierschalla*

- Final 2017 library usage statistics shared
- Radio will host "Meet the Mayoral Candidates" on March 10, 2018 at 1:00PM for the public.
- Hiring: part time Youth Services Assistant, Circulation Aide and Custodian.
- February is Library Lovers Month. "I love my library because" hearts displayed
- Zip MKE traveling photo exhibit on display February 1-28, 2018
- New video and audio materials are integrated into the collection, not displayed separately.

Treasurer's Reports- *Jean Heberer*

- Cash box of \$250 will be prepared for book sale.
- Draft of income statement/target reporting created. 2018 will be a learning year before target reports are completed implemented.

Committee Reports:

Book Nook - *Kathy Young*

February promotion of buy one/get one Romance free: 12 books given out

Book Sale (Feb.) – *Heidi May*

- Winter book Sale: February 16,17 and 18
 - Friday set-up workers should use back door
 - Tablet for credit card needed
 - Cash box: Heidi will pick up on Thursday, February 15. Heidi will count cash after each day's sale and give to Jean

- Donated library books should go into Community Room closet
- Summer Book Sale
 - Milwaukee Working sent a letter indicating they will not accept books from the summer sale. We will need to research possible organizations to donate surplus books to

Cedarburg Reads- *Patti Dyke*

- *My Two Elaines* by Martin Schreiber
 - Tuesday, September 25, 2018 at 6:30 PM in Community Room

Roberts Rules- *Connie Dahlman*

- Keep motions concise.
 - Consider what your objective is.
 - Write out and submit your motion if possible
 - Anyone can request a read back of proposed motion

The Fund- *Dick Dieffenbach*

- \$159,00 plus \$4000 pledges
- \$25,000 investment with 20% return

Unfinished Business:

Banner– *DeWayna Cherrington*

- All-purpose banner designed by Jeanne Mueller to be kept in Friends closet. Expense was \$50.

Purchase 6 tables- *Heidi May*

- Expense was \$300

CFOL Target/Budget- *Jean Heberer*

- To be discussed at future meeting

Audio book cases- *Linda Pierschalla*

- Donated audio books sometimes need a case.
- **Motion that CFOL grant \$250 to the library for the purpose of audio book cases.** Motion moved by DeWayna Cherrington, seconded by Leann Boyea. Approved

Children's Room Items- *Linda Pierschalla*

- Nancy Krajecki requests funding of \$724 for activity materials and rug.
 - DeWayna and Jean recommended we wait to consider request until we know the proceeds from the winter book sale. Request will be placed on agenda for March

New Business:

Reimbursement for use of library printing supplies

- **Motion to reimburse library \$200 for use of supplies.** Motion moved by Dick Dieffenbach, seconded by Heidi May. Approved

Reimbursement method for Library- *Linda Pierschalla*

- Purchasing process is cumbersome because of accounting procedure between library, City and CFOL. Linda request Friends make quarterly deposits to the city. The city would write all checks and give CFOL report of expenses.
 - Questions raised concerning audit and control of funds
 - Consider a second account at BMO be set up to transfer funds and give Linda a debit card. Dick will explore this option.
- **Motion that CFOL authorize Linda Pierschalla set up a donation account of \$2500 at the city to purchase additional copies of best sellers.** Motion moved by Mary Marquardt, seconded by Heidi May. Approved.

Adjourned: Meeting adjourned at 7:54 PM

Next Meeting- Wednesday, March 7th, 2018 at 6:30, Community Room