



MINUTES OF THE CEDARBURG FRIENDS OF THE LIBRARY

January 13, 2021 (Held Virtually)

Present: Leann Boyea, Patti Dyke, Karen Hassman, Heidi May, Jean O’Keefe, Linda Pierschalla, Kathy Pollock, Marc Sanders, Mary Whittet, Kathy Young **Absent:** DeWayna Cherrington, Connie Dahlman, Jean Heberer, Sandi King, Philip Paige

Meeting Called to Order: 6:31 pm by Karen Hassman

Minutes- Motion to approve the November 4, 2020 minutes by Heidi May. Seconded by Patti Dyke. Motion approved.

Co-President’s Report- Presented by Karen Hassman

- The New Fortune Dine Out Do Good fundraiser raised approximately \$530
- Upcoming tentative dates for Dine Out Do Good fundraisers with New Fortune Restaurant include: March 2, June 15, September 21, November 30.
- Thank you to: Heidi May and Kathy Young (Book Sale), Connie Dahlman (Bulletin board changes), Kathy Pollock (Fill the Shelves)
- Fundraising Letter - Sent out via USPS and email
- Article in News Graphic re: book sale anniversary
- Lunch and gift cards provided for the library staff inservice
- CFOL calendar (with tentative dates) for board members is available in the CFOL Board Google Drive folder. Link was emailed out on January 13.
- Kathy Pollock is now our corresponding secretary
- February Newsletter copy due January 18. Will feature booksale/membership.

Guest - Dick Dieffenbach

- Background: 40 years of experience as a CPA and very familiar with CFOL.
- Described options for an audit for CFOL finances. Noted that an internal audit would be acceptable. This would involve a segregation of duties. A committee would meet with the Treasurer once a year to review the CFOL finances.
- This type of internal audit is frequently done by nonprofits, including both the Cedarburg Fire Dept and the Rotary Club.

Library Director’s Report- Presented by Linda Pierschalla

- Noted that the library will need to cut the budget for materials by \$20,000 from \$90,000 to \$70,000. Requesting of CFOL an additional \$5,000 for children’s books/materials and \$5,000 for adult’s books/materials.

- Received a \$200 donation from Jean Clement and \$500 donation by a grandmother in the name of her granddaughter. Both are very much appreciated.
- There will be a virtual Ozaukee County Talks about Race book discussion for The Color of Law by Richard Rothstein on January 18th. Registration is already full.
- Described a potential storywalk project along the south side of the library. Would include 10 signs composed of book pages and poetry. These types of projects are often funded by Friends groups.

Treasurer's Report- Email from Jean Heberer.

- Financial summaries were sent via email. December financials have not been completed yet.
- Balances: Cash ~\$45,000; Money Market ~\$28,000. These are higher than historical numbers.

Committee Reports:

Fill the Shelves - Presented by Kathy Pollock

- Tree was up from early November to early January. Do not have the donation totals for this fundraiser at this point. Thank you to the library staff for taking down the tree.

Buy the Book/Book Sales – Presented by Heidi May

- Made a total of \$1,831 with \$1,184 from the most recent book sale and \$647 through book and magazine sales.
- There will be a Pop-up Book Sale January 14th and 15th with \$1 per book.
- Weeklong sale scheduled for February 15th - 20th. Will be working with the Chamber of Commerce to be part of their map for Visit Cedarburg Saturday (February 20th). Will price books at 2 for \$1 for the day of the event.
- Volunteers will be needed for setup on 2/14 and take down on 2/21. A Google signup sheet will be sent out.

Membership/Additional Items - Emailed by Sandi King

- Currently at 109 paid memberships with people appearing to be giving more.
- Membership Drive suggestions would be appreciated.
- Waiting to hear back from Citgo about a possible fundraising option.
- Working on putting together something for Library Staff Appreciation Day on 4/6.

Cedarburg Reads/NEA Big Read - Presented by Jean O'Keefe

- Friends of the Library Week 2021 is 10/17 - 10/23. Could tie this together with the Cedarburg Reads program.
- From Linda Pierschalla: Have not definitively decided on NEA Big Reads vs.

Cedarburg Reads. CFOL will look at setting up a committee for this during the February meeting.

Unfinished Business: By-Laws Review Committee

- Will look at revising the wording regarding the inside audit as described by Dick Dieffenbach earlier this evening. Will email out for review at next month's meeting.

Fundraising Discussion

- **Paper Shredding** - Event will be held on Saturday, 4/24 from 10am -1pm in the north parking lot of Cedarburg High School. Volunteers will be needed - no lifting of boxes required. Will look at \$1/pound for donations.
- **Round up with local businesses** (Mary Whittet) - Looked through Chamber of Commerce members to contact. Possible donation options include a jar set out at the business or rounding up of evening sales.
- **Online book sales** (Jean O'Keefe) - Would need to find a dedicated volunteer to work through orders and shipping.

New Business - Budget request

- Motion to approve funding of \$12,500 plus an additional \$5,000 for children's books/materials and \$5,000 for adult books/materials made by Mary Whittet. Seconded by Heidi May.
- Karen Hassman noted that if this is funded there would still be a nice cushion for later in the year.
- Linda Pierschalla noted there may still be a request for funds for a summer mailer for the reading program. The June 2020 mailer cost ~\$6,000 for printing and postage. Uptick in last year's reading program participation was found.
- Motion for the funding passed unanimously.

Next Meeting: February 3, 2021 - Virtual

Meeting Adjourned at 7:37 pm