

MINUTES OF THE CEDARBURG FRIENDS OF THE LIBRARY

October 4, 2017

Present: Leann Boyea, Connie Dalman, DeWayna Cherrington, Dick Dieffenbach, Patti Dyke, Karen Hassman, Jeanne Heberer, Mary Marquardt, Jessica Martischang, Heidi May, Suzy McManus, Kristen Nelson, Linda Pierschalla, Juliet Sizemore, Carol Szudrowitz, Mary Whittet, Kathy Young,

Excused: Niki Maher, Jeanne Mueller

Call to Order: The meeting was called to order at 6:30 PM

Guest Speaker: Jeff Messerman. Library Associate

- CPL Radio
 - Internet, community radio started February 2017
 - Only library in state with functioning radio station, three libraries nationwide
 - Partner with Summer Sounds, Cedarburg Cultural Center, Blueberg Café, WI Humane Society
 - School District interested in collaborating with high school students
 - Tuesday mornings public relation announcements for library and could include CFOL
- Funding Needs for Growth
 - \$130: Soundcloud streaming platform
 - \$60-\$80: mics
 - \$250-\$300: mixer
- Next Steps
 - Jeff will present a proposal with specifics of equipment and cost in November

Minutes- Connie Dahlman moved that the minutes from the September 6, 2017 meeting be accepted. DeWayna seconded with the correction of name spelling of DeWayna under CPL Radio Funding proposal. Approved

Co-President's Report: Lean Boyea

- Minutes will be emailed with in week of meeting
- Nancy O'Donnell has resigned from the Board due to time conflicts
- Jessica Martischang will manage CFOL public relations responsibilities
- Open Positions:
 - Book sorting
 - Communications: Facebook, social media, newsletters/email
 - Hospitality
 - Future Vice President
- Male Board member
 - Juliet Sizemore knows of a male interested. She will contact him
- Summary of Monarch Friends Meeting on September 20
 - Networking with other Friends groups: communication, advocacy, fund raising ideas, yard signs
- Roberts Rules
 - Currently 17 member: Quorum is 10 people, 12 people needed to change By-laws
- Contact Council Members to advocate for funding
 - Council Representative information provided at library programs: "If you like this program please contact your representative to continue support"
 - Bulletin Board with information.
 - Carol Szudrowitz will post

Library Director's Report- Linda Pierschalla

- October Newsletter
 - CFOL sponsored events noted
- Frame for painting purchased at Foundation Gala
 - Use Dearing donation funds
 - Dewayna Cherrington will contact artist
 - Deb Mortl might be able to help
- Cedarburg Public Works charged library \$348 to move books for CFOL booksale
- Personnel: Amanda Kloppmann, Youth Services Librarian, last day will be October 20, 2017

Treasurer's Report-Kristen Nelson

- Amazon Smiles participation will be ready with check and new treasurer's information
- June Report:
 - negative balance because report is before book sale fund raiser
 - **Motion to approve 2nd Quarter Financial Report** moved by Connie Dahlman, seconded by Carol Szudrowitz. Approved
- September Report
 - Membership dues trending up
 - Book sales create positive revenue
 - Farmers Market created positive revenue and community exposure
 - **Motion to approve 3rd Quarter Financial Report** moved by DeWayna Cherrington, seconded by Kathy Young. Approved
- Last flag has been sold

Committee Reports:

Fill the Shelves Fund Raisers- Suzy McManus

- Met to generate ideas:
 - Create Amazon Wish List with library input
 - Name plates in books: in honor of or in memory of people with \$10 donation
 - Set up table in Community Gym during tree Lighting

Fund- Dick Dieffenbach

- Discussion regarding The Fund supporting CPL Radio
 - Committee evaluates proposals
 - Limited number of disbursements
- Request for Fund committee members Dave Boyles and Bill Wernecke to attend a CFOL meeting

Homebound Services – Mary Marquardt

- Service approved in 2015 with delivery by CFOL volunteers of 6 items selected by library staff
- 1 person participating

Library Board of Trustees- DeWayna Cherrington

- Clarify terminology: request City Council to fully fund the library
 - Currently no reserve fund

Group picture of current CFOL Board taken for website

Unfinished Business:

- **By-Laws**
 - **Motion to approve revised by-laws of September 26, 2016** moved by Kristen Nelson, seconded by Karen Hasserman. Approved

New Business

- **Motion to approve new Board of Directors Jean Heberer and Heidi May** . Motion moved by Kathy Young, seconded by Patti Dyke. Approved
- **Motion to approve Jean Heberer as Treasurer.** Motion moved by Dick Dieffenbach, seconded by Kristen Nelson. Approved
- **Motion to reimburse library \$350 for expenses of moving books for CFOL Book Sale.** Motion moved by Connie Dahlman, seconded by Carol Szudrowitz. Approved
 - Get competitive bids for next year

Adjourned: Motion to adjourn meeting. Motion moved by Dick Dieffenbach, seconded by Connie Dahlman. Approved. Meeting adjourned 7:55 PM

Next Meeting: Wednesday, November 1st, 2017 at 6:30 in the Community Room

Email Motion: October 6, 2017

Motion to spend \$500.00 to purchase the necessary software QuickBooks, Microsoft Office, and security software for use on new computer dedicated for CFOL use. Motion moved by Leann Boyea, seconded by DeWayna Cherrington. Approved