

# MINUTES OF THE CEDARBURG FRIENDS OF THE LIBRARY

## November 1, 2017

**Present:** Leann Boyea, Connie Dahlman, DeWayna Cherrington, Dick Dieffenbach, Patti Dyke, Jean Heberer, Mary Marquardt, Heidi May, Suzy McManus, Kristen Nelson, Linda Pierschalla, Juliet Sizemore, Carol Szudrowitz, Mary Whittet, Kathy Young

**Excused:** Karen Hassman, Niki Maher, Jessica Martischang, Jeanne Mueller

**Guests:** David "Bones" Boyles, Cathy Holnagel, Bill Wernecke

**Call to Order:** The meeting was called to order at 6:32 PM

**Guest Speaker I:** Cathy Holnagel, Circulation Supervisor

- Staff: 2 full time, 5 part-time
- Cathy has been with the library 28 years
- Drive through return system provides efficiency
- 7 people ordered library cards the first month of on-line registrations
- Library packet to new cardholders includes CFOL information

**Guest Speakers II:** David "Bones" Boyles and Bill Wernecke, Greater Milwaukee Foundation trustees

- Musical bones playing history and demonstration
- The Fund created to protect surplus funds of the library building campaign
- 5 trustees (Dick Dieffenbach, Bill Wernecke, Bones Boyles, Connie Dahlman and John Katzka)
- Money is allocated for specific technological or capital needs of the library
- Current fund balance: \$152,000

**Minutes:** Heidi May moved that the minutes from the October 4, 2017 minutes be accepted. Carol seconded. Approved

**Co-President's Report:** Leann Boyea

- No report

**Library Director's Report:** Linda Pierschalla

- November newsletter published
- CFOL supports the programming
- Collaborating with Cedarburg Art Museum to display art collection at the library

**Treasurer's Report:** Jean Heberer

- All CDs now in Money Market account
- Report not reconciled
- Lego Wall funds used for book clock
- In the future, a vote needs to be taken for changes in use of money approved for specific use

**Committee Reports:**

**Fill the Shelves:** Suzy McManus

- Moving forward with selling nameplate as a fund raiser
- Librarians are putting together an "Amazon Wish List" of needed books
- Contacting Chamber for table at Tree Lighting Ceremony to promote fund raisers

**Cedarburg Reads:** Patti Dyke

- Planning a small event in spring

**Book Nook/Sorting:** Kathy Young

- Signs are completed

#### **Book Sale:** Heidi May

- Winter sale: February 16,17 and 18, 2018
  - Ten people needed for set up on Friday morning at 8:00 AM
  - Volunteers needed at sale
  - Clean up Monday morning 8:30 to 9:30 AM
  - Will sell fiction, children's books, DVD and magazines
  - Carol Szudrowitz will assist with marketing
  - Need 5 or 6 more tables
  - Display information about what CFOL does
    - Carol Szudrowitz will assist
- **Advocacy:** Leann Boyea and Connie Dahlman
  - People check out the library when considering move to Cedarburg
    - Contact Ozaukee realtors to promote library
      - Write letter to the Editor of News Graphic
      - Include information about the library and CFOL in welcome packets
      - Information in "Bridges"- DeWayna Cherrington
      - Linda Pierschalla will reach out to local realtors
- **Library Board of Trustees:** DeWayna Cherrington
  - City budget process not completed.
    - Contact alderman to advocate for library funding
      - Email
      - In person when you see them in the community
    - Common Council meeting on November 14 will consider and discuss proposed budget
    - Budget must be completed November 30,2017
- **Roberts Rules:** Connie Dahlman
  - Reviewed 7 steps of a motion

#### **Unfinished Business**

- Banner
  - **Motion to approve purchase a banner for not more than \$100 to arrive in time for tree lighting ceremony.** Motion moved by Connie Dahlman, seconded by Carol Szudrowitz. Approved
- CPL Radio
  - **Motion to approve funding for next phase of CPL not to exceed \$500.** Motion moved by Linda Pierschalla, seconded by Kristen Nelson. Approved
- Amazon Smile
  - Kristen Nelson will send information

#### **New Business**

- **Motion to buy six tables not to exceed \$400.** Moved by Patti Dyke, seconded by Connie Dahlman. Approved.
  - Funds will come from Miscellaneous budget

**Adjourned:** Meeting adjourned at 7:55 PM

**Next Meeting:** Wednesday, January 10, 2018 at 6:30 PM in the Community Room