

PROCEEDINGS OF THE FRIENDS OF THE BROWN COUNTY LIBRARY

A meeting was held on **Monday, September 18, 2017 at 5:00 p.m.** at the **Brown County Central Library, 515 Pine Street, Green Bay, WI**

PRESENT: DON KRAFT, NICOLE VIRANT, MATT KOLPIEN SANDRA HEINZL, CURT HEUER, STEVE SINCLAIR, ELLIE REICH, MEG DEEM, BARBARA KANE, KARALYNNE MOORE, SHERILL REVOLINSKI, ALEX GALT

ALSO PRESENT: SUE LAGERMAN, MARY KAYE MARTZKE (Staff)

EXCUSED: ASHLEY REIF

The meeting was called to order at 5:00 pm by President Don Kraft.

APPROVE MINUTES

Motion by Kane to approve the minutes from the August 2017 meeting. Motion seconded by Reich. Motion carried.

PRESIDENT'S REPORT

Don Kraft reported that Rebecca Meacham has stepped down from the board because of increased commitments. Rebecca had been looking into other options for the Storylines newsletter. Rebecca was also coordinating members using Slack. Sherrill Revolinski and Matt Kolpien need to be included in the group. Don will contact Rebecca to go forward.

LIBRARY REPORT

Sue Lagerman reported that the Local History Series begins this Thursday, September 21. A Friends board member usually introduces the speaker. Sue passed out the program brochures and asked for volunteers to do the introductions. They are as follows:

09/21	Sandra Heinzl
10/05	Barbara Kane
10/12	KaraLynne Moore
10/19	Alex Galt
10/26	Nicole Virant

The Jane Austen event was held at the Kress Family Branch Library this past Saturday. 35-40 people attended each of the mini-sessions and the event turned out very well.

The library held an all staff in-service day this past Friday. Carolyn Brewer did the morning session on working successfully with difficult people and situations. Afternoon sessions included Mike Knetzger from the Green Bay Police Dept. who is also a published author, who spoke about situational awareness; the library's reference department recapped some of the tools they use and Brian Simons ended the day with an announcement of new library hours. The new hours will be effective on January 2, 2018 and will align across all locations.

The Paper Wall is set up on the second floor of the library and Sue urged everyone to spend some time at this Vietnam War exhibit. This and *Wisconsin Remembers: A Face for Every Name* are exhibited in conjunction with a PBS television series by Ken Burns.

The library has received a grant from the National Endowment Fund for a Coney Island exhibit. This is a huge exhibit (3 truckloads) and will arrive at the Central Library in the spring (April 6 – May 25, 2018). The library will tie this into the 125th anniversary of Bay Beach.

The library is in the process of getting quotes on printing and graphic design for a combined events calendar. The new calendar could include Friends information also. This has also spurred conversation about a new website. The Friends are part of the library's website. Privileges could be granted to allow the Friends to do their own page on the website.

The Antiques Appraisal event with Mark Moran has openings for more people to sign up. Sue asked everyone to spread the word. It's a fun event to come and watch even if you don't want an appraisal done.

Three bands performed in the Central Library auditorium this past weekend as part of Homeland Experience, a new music series in downtown Green Bay.

MINI-GOLF

Don Kraft would like to have a chairperson or co-chairs to head future mini-golf events. If these events are to go forward, someone has to step up to work on it.

The library in Elkhorn, WI has requested to use our mini golf props and clubs. Discussion was held concerning requirement of a signed loan agreement, if there should be a charge for use and wear and tear on the equipment. A nominal fee might be appropriate, such as \$150.00 and \$100.00 could be returned when the equipment is brought back if there are no damages. Don Kraft will inventory what is stored in the basement. Some of the props may not be set up to travel. Elkhorn would like to hold a mini-golf event in December.

Sherrill Revolinski left the meeting at 5:40 pm.

COMMITTEE UPDATES

FBCL logo re-design reveal: Nicole Virant passed out copies of the new logo. Suggestion was made to have "Friends" in a bolder font with Brown County Library lighter. Nicole can have the design modified. New book sale signage, stationary, name tags will all need to be ordered. Nicole Virant left the meeting at 5:55 pm.

Give-A-Kid-A-Book update: The kickoff will be at 9:00 am on Tuesday, November 7 at the Central Library and Meg Deem asked all board members to please attend if possible. She would like a strong Friends board presence. The same three co-chairs will be heading up the event again this year (Molly Crosby, Monica Goode & Jessica McCarthy) so a new PSA will not be needed. Many books have already been ordered.

Book Sale update: Curt Heuer reported for Sherrill Revolinski. Laurel Marquardt is recruiting volunteers and team leaders for the upcoming sale. The set up time has been added to Make a Difference Day which might get a few more volunteers. Five people who can do heavy lifting are needed for set up. Nicole Virant will be on the noon show on October 8 to promote the sale. WBAY's schedule was full closer to the sale dates. Sherrill indicated (in her notes to Curt) that she would like help with marketing. Sue Lagerman will send out a press release and ads will be placed on booksalefinder.com. Alex Galt asked about ads on public radio. He will pursue this idea with Sherrill.

Sue Lagerman reported that Laurel Marquardt went back to her contact at Green Bay Blue – she had received a quote a year ago but signs were put on hold until a new logo was designed. The new price estimates were passed out. Prices went up slightly. **Motion** by Heuer to approve \$1,566.00 for new signage. This motion was for Option 1 which includes 4 signs; one for East (one-sided), and two-sided signs for Central, Kress and Weyers-Hilliard. Motion seconded by Kane. **Motion carried.** Sue Lagerman will design the new signage and send to Sherrill and Diane for feedback before ordering.

Storylines update: Sean Schultz is presently working on the next issue.

TREASURER'S REPORT

Meg Deem reviewed the August financial reports. **Motion** by Sinclair, seconded by Reich to approve the August 2017 report. **Motion carried.**

An audit was held of the Friends accounts. Meg Deem, Elle Reich and Matt Kolpien took part. They took a sample of expense items and tracked them through the reports, verified the endowment funds between the statements and spreadsheets and checked the balances. Elle said she asked a lot of questions throughout the audit and thought everything was in order.

POLICY AND PROCEDURE MANUAL REVIEW/APPROVAL

Don Kraft would like to have the manual completed as soon as possible. If the language in the conflict of interest section needs to be tailored he would like it discussed on Slack.

STRATEGIC SESSION UPDATE

Barbara Kane reported that Jamie Leick is willing to facilitate some sessions. She would be available during the October and November board meetings. Because of upcoming obligations (book sale, GAKAB) board members felt scheduling this for a Saturday morning in January or February would work better. Barbara will check with Jamie for her availability during those months. Jamie will do this as a donation to the Friends.

Motion to adjourn by Sinclair, seconded by Heuer. **Motion carried.** The meeting was adjourned at 6:38 pm. The next board meeting will be on Monday, October 16, 2017 at 5:00 pm at the Brown County Central Library.

Respectfully submitted,
KaraLynne Moore, Secretary
Mary Kaye Martzke, Recording Secretary