

Proceedings of the Friends of the Brown County Library

A meeting was held on Monday, September 17, 2018 at 5:00 p.m. at the Brown County Library, 515 Pine St, Green Bay, WI.

Present: Sandra Heinzl, Curt Heuer, Matt Kolpien, Ellie Reich, Sherrill Revolinski (left at 5:30pm), Don Kraft, KaraLynne Moore, Meg Deem, Alex Galt (left at 6:08pm) and Lynne Simpson

Excused: Nicole Virant, Barbara Kane

Also present: Sue Lagerman and Jodi Angeli (staff)

Don Kraft called the meeting was to order at **5:02pm**.

Approve Minutes

There was a correction to the August minutes: Other Business: books would not be **sold** – they would be consigned, and the arrangement would be **Cura Coffeehouse**, not Rise & Grind. **Motion** to approve amended minutes and addendum of **8/20/18** by Curt and seconded by Ellie. **Motion carried**.

Treasurer's Report

Motion to approve August financial statements by Meg and seconded by Curt. **Motion carried**. The 2019 budget document had a column cut off. Matt will re-send it to the Board.

President's Report

Don received Sue's email about the cash and book donation received from Harry Maier's son, Tom and his associates at KI. Don will send a thank you note. Had discussion about the book sale and the sorting room and expenses and what needs to be presented for approval ahead of time. Ellie asked if tables would fall under book sale budget or not. Can we just spend the money in the budget or do we have to get an itemized/individualized approval? This topic will be added to the October agenda.

Sue reported that the parking lot that Brown County purchased (the old Associated Bank parking lot) could possibly be used for Book Sale volunteer parking. She is waiting to hear back from the county.

The Newsletter came out a few weeks ago. It was suggested to see a proof before to double check the content before it prints.

Library Report

New director hired! Sarah Sugden starts on November 5th.

Nnedi Okorafor is the keynote speaker at Comic Con. Copies of the poster were distributed since the Friends is sponsoring Comic Con and the board was asked to please share the posters. Next year, Okorafor's speaking fees are going up significantly due to her popularity.

Sue spoke with Rebecca about Tiletown. What do you foresee the library's role? She sees it the same. A funding request is needed by the November meeting for consideration.

About \$3600 remain in the Stacks and Steeples funds. The library needs about \$7000 to run the event so only \$4000 needs to be added to the 2019 budget.

An application was sent to be in the Holiday parade. This year's theme is, "Christmas Stories". Hopefully, the Bookmobile can participate. A funding request may be made to purchase books to hand out to children on the

route. November 17th at 10:00 am. At least 30 volunteers would be great. It is the same day as the Barnes and Noble Book Fair. Only 6 volunteers needed for that.

Bookmobile Bob retired and the job description is being updated and then go to the Library Board for approval. Jenn Koetz is filling in until position is filled as she has filled in as backup before. Applicants must have a CDL in hand to apply for position. We use U-Haul to bring books to nursing homes and such to save life of Bookmobile. Maintenance just repaired the step on the Bookmobile.

Action List Items

Consideration of Consigning Books with Cura Coffeehouse: Curt spoke with Foster and he is very interested in it. Curt and Diane would cherry pick through the books that they feel would be appropriate. Will usually be a small amount of books for the time being (40-45). Concerns? If we are picking the “best” books for this consigning project are we taking away from the big book sale? 60/40 (FBCL/Cura). Cura gives us 60% minus the sales tax. Cura will pay the sales tax. Don't see correlation between this and Branch Buddies. Branch Buddies can sell every day because the branches don't make enough to pay taxes (50% to the branch/50% to the Friends). We just want to make sure that this is all legal. We don't want to end up having to pay taxes. Need to do more research on the tax issue. 75 sale days/\$50,000 over that you have to pay taxes. The CPA that prepares the Friends tax papers might be able to look into this for us and give us some advice. Matt will check with Rick to see if he's comfortable commenting on it.

Discussion and Possible Action on Revised Mission Statement: Ellie talked about the board retreat. Doesn't seem like our mission statement speaks about what we do. The library's mission statement is: *Brown County Library is a catalyst for community advancement.* There are programs the Friends have funded that are not part of the library (UntitledTown as an example). We need to try and come up with a one or two sentence mission statement that encompasses what we have already. **IDEA BROUGHT UP**→*The FBCL's mission is to promote, sustain and extend the mission of the Brown County Library to help ensure library excellence into the future.*

As a non-profit, 501(c)(3) organization, however, it is a legally distinct entity and is not a part of the Library. A vote will take place at the October meeting.

BIG Book Sale Update: November 6-10

Discussion and Possible Action on Activities Policy: Don went through the policy manual and made changes related to the newsletter or record keeping. One thing we ran into on the newsletter, semantics about whether we are sponsoring or supporting. 501 (c)(3) language: Political action policy at the bottom of page. We can do it as long as it's not a substantial amount (5% of all activities/more than 15% of all expenditures). The moment you spend money or a lot of time, you must document it. As a policy we shouldn't spend any money at all on lobbying. If we want to spend any money, there should be a thorough discussion.

Give a Kid a Book—generally use 12,000 as their number (should be changed)

Page 26—how we stand on our newsletter. 3 issues a year instead of 4.

Don will make sure that everyone gets a look at the policy manual and his changes so it can be voted on next time.

Steve was in charge of our Google account. Don is administrator. Make it accessible as a team? Google Docs Team Drive.

Other Business

The next meeting is scheduled on the night of a home Packer game. Don will do a Doodle poll to see what date works best for everyone to reschedule the meeting.

Give a Kid a Book: Had first planning meeting. Molly Crosby is one of the Packer wives serving as honorary chair. She is going to try and recruit other ladies. The Brown County Community Women's Club and Nicolet

Bank have confirmed their sponsorships. A new PSA will be filmed by WBAY. The Kickoff news conference is November 8th; and the truck will be loaded for ShopKo Hall on December 17th prior to the board meeting. This is the 30th anniversary of GAKAB so ideas to promote this are being brainstormed - books published 30 years ago; donating \$30; etc.

Motion to adjourn the meeting by Curt and seconded by Matt. **Motion carried.** The meeting was adjourned at 6:42 p.m. The next meeting is possibly scheduled for Monday, October 15 at 5:00 p.m. at the Brown County Central Library.

Respectfully submitted,

Jodi Angeli
Recording Secretary