

Friends of the Dexter District Library
Minutes
Feb.13, 2008

Our Mission: Helping the Library fulfill its role in the community by fund-raising, promotion, and support.

Present: Mary Westhoff, Sue Smith, Carolyn Tyson, Margaret Steptoe, Dan Chapman, Linda Hosford, Marty Davis

Minutes from the Jan 9, 2008 meeting were approved with no changes.

Vice President's report

Mary brought in a copy of the FOML newsletter. It had a wealth of information including some on the 501c3. The FOML meeting minutes were not found, which included a search on their web site. It was suggested a call to Dan Stock who is the president could help us locate the minutes. His phone # is 989-739-4239.

There was general consensus we will become a 501c3 eventually. However, we want to make sure we are generating enough revenue to justify the annual cost of filing and the periodic audit expenses.

Membership report

The board approved reimbursement to Sue for \$83.08 in expenses for Christmas decorations, and FOML manual. Sue will develop a reimbursement form.

Sue, Carolyn and Dan developed a draft for a conflict of interest statement. There was general consensus that non profit organizations which raise funds and handle money should have such a document. A motion was approved to begin with the new calender year having board members and committee chairs sign a conflict of interest statement to be kept on file by the Friends secretary. The library board does not currently have a conflict of interest document, and Paul McCann asked that we send him our recommendations. There was also discussion about a commitment to serve statement which some organizations ask their board members to sign. Such a document might include a statement on attending meetings, acting as a advocate, and personal/private info. Dan will work up an example and bring it to the next meeting. The Chelsea Friends of the Library past president, Jennifer Kundak(475-24242), and current president, Sharon Pignanelli(475-5829), will be attending our meeting in March. Linda will contact them prior to March 12th to reconfirm this commitment. Some of the questions we want to ask them are:

How do they organize their book sales?

What have been their most successful fund raisers?

How do they recruit membership? Do they differentiate between people who give time verses money?

Did they do anything special for their new library opening?

Paul explained some libraries have annual book clearance sales open to members only. Book dealers are required to purchase membership. It is also possible to have different prices for the general public vs Friends members. Annual dues should not be excessive - \$5, \$10, \$15. As the

membership grows the concept can grow with the group. Washtenaw Community College book sale offers an option to come early and pay to get in.

Treasurer report

Cindy provided written information - Certificate of Deposit of \$8000 matured in January and was reinvested at 4.35% due June, 08. Paul indicated the bill for the fireplace will probably come due in late summer. Total funds on record are \$22,695.95, plus Jan. book sales of \$255.50 (per Marty).

There was a discussion regarding returned checks which resulted in several service fees charged against our account. The checks were for small amounts. The general consensus was that writing a check was a convenient way for some people to pay, and this was just a cost of doing business. We didn't want to punish the majority because of a few. We should make note of the individuals, keep it in the cash box, and watch out for them.

Trustee's report

The February Book Sale was cancelled due to the forecasted inclement weather. Revenue from the book sales have been lower than anticipated due to the lack of Book Dealers attending. Hopefully this is a temporary situation.

Director's report

The new library construction is approximately a month behind schedule. The constraints of the physical site and inclement weather have been the main issues. Paul felt that once the weather broke, there was a good chance to make up the lost time and still be close to the targeted opening date. This being due to the multi levels, and the different trades people being able to work simultaneously.

First Grade Reader Round Up is happening Wed. and Thur., March 12th and 13th. Prior to RR, the library sends applications so the children can pick up their library card the day of the event. Cornerstone has 17 classes and each child gets a book bag with a bookmark, pencil, and their library card.

Open Discussion

Dan indicated Theresa Briggs will be our Pro bono Accountant. When we have a need for her services, Dan will be the contact person. We will want her to do an audit periodically.

The question of private parties using the library and serving alcoholic beverages was answered by Paul. Current Board policy generally forbids possession or consumption of alcohol on Library ground. This may be standard government policy across the board due to such entities being targets for law suits should anything happen after someone leaves. This is probably the reason the Educational Foundation events are held at places like the Polo Fields club rather than at the Dexter Schools. The Library Board is currently discussing the policy for use of the library after hours. They have not finalized anything as per the new building. Currently, they do not allow commercial vendors to come in (Mary Kay, Tupperware, etc.) and conduct business in the meeting rooms, so any type of event would need to be tailored to what the Board policy allows. The new library will have a food prep area for simple catering, with a refrigerator and sink, so food will be available to some groups. The Library wants to support the Friends group and will work with us on an event by event basis.

A special Thank You party just prior to the grand opening of the new library was discussed.

This special event was something Paul felt the Library Board would approve of. It would include the Library Board, staff members, the Friends group, contractor groups, architects, and others who helped support the new library effort. The library staff will begin to think about the potential guest list. Dan Chapman, who has many years of experience with the Education Foundation events will be the Chairperson for this event. July/August will be the time to pull together a planning committee, and begin to gather contributions.

Margaret presented info on the Spiral Wishing Well. The Ann Arbor Hands On Museum has 2, and they generate approximately \$500 annually. Special pricing for libraries is \$1495. Paul will think about the concept. He had concerns about it's placement. The vestibule area would not be an appropriate spot because of all the glass and potential vandalism. If it was approved for the library, the Friends may want to ask the service clubs (Lyons, Rotary, Kiwanis) for some financial support.

Minutes submitted by Linda Hosford, Secretary

Next Friends meeting will be at 7 p.m. on Wednesday, March 12, 2008