

Friends of Dexter District Library  
Minutes  
April 10, 2008

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

Present, Kantha Gardner, Margaret Steptoe, Mary Westhoff, Marty Davis, Cindy Evans, Sue Smith, Linda Hosford, Dan Chapman, Carolyn Tyson.

Minutes from March 12 were approved with the change of the word paid to paying, for the volunteers at McKune Library, paragraph six in two places. The McKune Library was not the library that used a human chain to move books from the old library to the new. A motion should be recorded with both the first and last names for the record.

#### Director's Report:

The vast majority of Friends groups do not have a fee for membership.

In the next few weeks a lot of things will be happening at the building site. The slab on the first floor is progressing well and the view is "incredible." The library will be hiring a professional mover to make the transfer to the new building. The opening date could be December.

Discussion regarding the Friends space on the lower level ensued to insure everyone was clear about what to expect and to make adjustments now if possible. A windowed, double door was requested instead of windows on either side of the door. Just like the one for the meeting room we use now. Paul McCann didn't think it was a problem, but it could cost more money. There will be single faced, adjustable shelving bolted to the outside walls, leaving the center space open. These shelving units are the ones currently being used by the library. They are adjustable. The Friends will also have a bookshelf across from the circulation desk at the new library.

There will be a telephone and computer in a work space area. We will also have a cash box cart. Long term we might want to consider a mounted safe to keep money separate from the library cash.

#### President's Report:

Please use this e-mail address [klgar2000@ameritech.net](mailto:klgar2000@ameritech.net) for Kantha Gardner.

The 6-month trial period for our Wednesday evening meeting time has expired. The evening time frame has accomplished our goal for more participation. The new meeting time will be either the 2<sup>nd</sup> Monday or Thursday of the month at 7:00 p.m. until we move to the new library; again to be reassessed. Kantha will communicate before the next meeting after checking with the library.

Via an e-mail from Paul McCann, there is a request from a Dexter resident who is involved in Calvin College's student hosted health fair. Her booth is titled "Raising Readers" and she is asking for a donation of children's books. Marty will follow up on this.

Kantha will send out a final draft of the Bylaws and ask that everyone be ready at the May meeting for final action on this.

#### Trustees report:

All book sales are inclusive of sales tax. According to Cindy we are in arrears with reporting. Theresa Briggs, our pro bono accountant for periodic audits, does not want to get involved in the 501c3 area. Cindy will contact Sheila and Vern Powell for some possible assistance. Our McKune visitors recommended tax exempt status, but we will still be required to report sales tax. Though 501c3 is not expensive, it requires annual filing. More information can be found at Friends of Michigan Libraries (FML) web site. If accesses need a secured log on, Kantha will contact everyone, but she thinks there are no restrictions to this site.

Signs for the book sales were discussed. Currently 10 signs are used and are "barely enough." The 18" x 24" corrugate plastic used with white metal frames, inserted in the ground, is priced at \$562 for 20. Margaret Steptoe has experience with these and they don't last very long. Marty will contact the Village of Dexter to find out about the sign ordinance. Signs-In-A-Day on Jackson Ave. was recommended. The A frame realtor signs that don't require pushing into the ground might be a better option, especially for winter time use.

Kim will not be doing consignment sales any longer. Brandon will be handling it and our percentage will be higher. He currently picks up the books we can't sell.

#### Treasurer's Report:

Certificates of Deposit (\$5000 & \$8131.51) mature in June. A savings account may be as good as CDs currently. Total funds as of 3-31-08 were \$23,699.39.

#### General Discussion:

Conflict of Interest statement was discussed. The Library Board did not think it necessary to ask people to sign such a document. A general consensus was it was a "gentle reminder" and the Friends wanted to incorporate this into their organization. Carolyn Tyson made a motion which was approved to have board members and committee chairs sign a Conflict of Interest statement every January. The Commitment to Service statement was also discussed. It is meant to remind people to accept responsibility with their involvement. They should come to meetings, actively participate and be an advocate for the organization. This is not necessarily used by other Boards. Dan will bring another draft to the next meeting.

Meeting adjourned 8:50 p.m. The next meeting will be either Thursday, May 8 or Monday, May 12 at 7:00 p.m. Kantha will inform everyone in advance.

Minutes submitted by Linda Hosford, Secretary.