

## Minutes of the Friends of Paw Paw District Library

09.25.24 Meeting

The meeting was called to order 09.25.24 at 4:00p at the Paw Paw District Library

In Attendance:

Kris Steward - Director - President  
Cindy Barres - Director - Vice President  
Tom Shoemaker - Director - Treasurer  
Joan Ford - Director - Membership  
Carla Chase - Director - Book Sales  
Nina Consolatti - Friend of the Library  
Judith Halseth - Friend of the Library  
Gretchen Evans - Director, Paw Paw District Library

**Secretary Report:** The minutes of the July 24, 2024 meeting were approved by voice vote. Moving forward, the suggestion was made that any mention of upcoming events listed within the minutes include the date of the event.

**Treasurer's Report:** Tom submitted the balance sheet reflecting a current balance of \$13,196.20. Kris asked that moving forward, the year also be included in the date column. Lego table receipts were just received and will be expensed this month. Tom also reported he has filed Form 990-N to the IRS in compliance with our 501(c)3 requirement. Arrangements were finalized and Cindy is a second signer on the bank account.

**Membership Report:** Joan reported 4 membership renewal notices were mailed in August and 3 have been returned. She is mailing 21 notices in September. No new members were reported.

### **Committee Reports:**

1) **Books Sales:** Carla reports in-library sales are going well. She and Darlene have documented a job aid to share with those volunteering to maintain the area. Kris and Connie have both volunteered and Carla will make arrangements for an orientation. Currently using a rotation system to keep inventory fresh; averaging 60-70 books on display at any given time.

We have a large inventory for the upcoming semi-annual Book Sale on October 18th and 19th. Kerri and John Tapper continue to be very accomodating with our sorting area in the Look Sharp building. Cadence for book drop off for the public continues to go well so will make this a permanent arrangement the first Monday of each month from 3 - 4:30p. Volunteers are in place for moving books from Look Sharp to the Library on October 17th beginning at 2p.

Cindy will be available at the Library to assist with table/book placement. Joan presented an early sign up sheet for those present to schedule times to work and will follow up with other Friends to completely fill the schedule. Kris and Cindy volunteered to work the pre-sale for members only the evening of the 17th from 5-7p.

Nine finished the flyer for the upcoming sale and the Library agrees to print quarter sheets to distribute at the circulation desk as well as 30 full size flyers the Friends can pick up and distribute to area businesses. Gretchen will let the Friends know when they are ready.

Carla also shared she is working on written procedures that can be kept in a binder for future sale preparation.

Judy suggested during the July meeting that we consider a brief article in the Courier Leader. Tom will inquire with Paul Garrod from the Courier on the deadline for an October 10th publication, and Judy agreed to draft the article which will comment on how the Friends support the Library and mention our upcoming semi-annual sale.

2) **Friends Sponsored Book Club:** Topic was tabled last month but brief discussion was held today. Carla shared her experience with another area Library that is hosting a DIY Bookclub. Will reopen discussion at November meeting to explore how the Friends may support some type of Book Club event.

3) **Letter of Agreement between Friends and the Library:** Kris reported the agreement has been signed and this adhoc committee is no longer necessary.

4) **Friends of Michigan Libraries Membership:** Tom reported we missed the renewal opportunity for 2024 in January. We will look to renew our membership in 2025. Tom will contact the Michigan Libraries to be sure they have the Friends email address on file for the January notification of renewal.

**Paw Paw Library Director's Report:** Gretchen reported on the recent **Cemetery Tour**. The Lion's Club was very accommodating allowing the use of their building/facilities. Judy commented as a participant of the tour, it was well run and the trolley system was great. One of the Friends members was a tour guide as a result of Susan's email solicitation for volunteers.

**Spooktacular** event is on October 25th in partnership with Tapper Automotive. The Library provides carnival events and is requesting a \$500 donation from the Friends in support of the event. This was passed with voice vote. Kyra from the Library is looking for volunteers and Susan will send an email blast to Friends members.

**Santa's Winter Workshop** will be held again this year and is scheduled for December 14th from 10a - 1p. The Library is requesting a \$300 donation from the Friends in support of this event. This was passed with voice vote. Volunteers are needed and Susan will send out an email blast to the Friends members closer to the event.

Gretchen reported the Library would like to donate several carafes, computers and a coffee urn to be sold during the upcoming semi-annual book sale.

As part of the recently adopted agreement between the Friends and the Library, the Library is suggesting two standing months the Friends will be on the Library Board Meeting Agenda. It was agreed by both parties July and November. The Friends will have representation at those meetings to provide an update on Friends activities. Kris and Cindy will attend the meeting on November 18th.

Meeting adjourned at 5:15p

Respectfully submitted,

Kris Steward