

Richlands Friends of Library Meeting Notes
April 4th, 2019 Meeting

Present at the meeting were the following members:

Katherine Proffitt, Carol Peterson, Julia Silvest, Bob Bergsten, Samantha Sweigart, Mindy Murray, Tamara Lankford, Corwin Golden, and Gabrielle Golden. Representing the Richlands Branch was Katie Lawson (Head Librarian).

The meeting began with Katie Lawson providing the Friends Treasurer's the funds received in the previous month, a total of X dollars, in cash and by check.

Katie Lawson notified the Friends that a Facebook page had been created for them and it was currently being operated by Katie Proffitt. The page had 72 likes at the time of the meeting.

Katie Proffitt moved to amend the current bylaws for the Friends to add the position of Vice President and Social Media Manager. This amendment was seconded and approved by the Friends.

Katie Proffitt moved to amend the current bylaws for the Friends to include a term limit for President, Vice-President, Treasurer, Secretary, and Social Media Coordinator of one year, starting in January and ending in December. Voting would be held during the November meeting prior to the new term. This amendment was seconded and approved by the Friends.

Bob Bergsten moved to fill those vacant positions during the meeting. This was seconded and approved by the Friends.

The treasurer nominated Bob Bergsten to be the Vice President. This was seconded, and Bob was appointed Vice-President for the January 2019 to December 2019 term.

The treasurer nominated Katie Proffitt to be the Social Media Coordinator. This was seconded, and Katie was appointed Social Media Coordinator for the January 2019 to December 2019 term.

Katie Proffitt suggested formalizing the meeting process in the future. This suggestion included ensuring that an agenda was provided at every meeting, that meeting notes be kept and that items that needed to be voted on during the meeting were provided in advance. Meeting notes/minutes would be provided via e-mail to the members of the library and to the librarian. A condensed version of the meeting notes would be posted to the Facebook page by the Social Media Coordinator.

Katie Proffitt moved to have the email addresses for the voting members of the Friends available to the President, Vice-President, Treasurer, Secretary, and Social Media Coordinator to help distribute meeting notes and voting items.

Katie Proffitt suggested that the Friends be provided copies of the IRS laws pertaining to the non-profit organization.

At this time the floor was opened to the members at large to bring up any issues they felt strongly about. The treasurer stated that she wanted to move forward with the Sue Grafton raffle that had been previously tabled to the Spring of 2019. The treasurer stated that all but three hard copy books had been acquired, and was authorized by the Vice-President to use up to \$50 worth of Friends funds to acquire these books. This motion was seconded and approved by the Friends. In addition to acquiring these books, the treasurer was asked to acquire raffle tickets as well.

The date that the raffle will start will be June 1, to coincide with the "Jump into Summer Reading" event held at the Richlands Library. The date the raffle will end will be June 15th, 2019. Five (5) baskets will be raffled off, and they will be held on display at the library. One basket will be the complete hard copy Sue Grafton books (Treasurer). One basket will be "Local Businesses supporting the local Library" (Katie Proffitt). One basket will be beach themed (Carol). One basket will be Arts and Crafts themed (Bob and X). The final basket will be Gardening themed (Mindy). The person in parenthesis will be responsible for each basket. The Vice-President authorized the use of \$20 worth of funds for the creation of that basket. The baskets, and the committee in charge of the baskets will meet on April 25th, 2019 at 5:30 at the library to ensure the baskets are complete and ready to be finalized in order to be presented to the Friends during the May meeting. In May the final price for the raffle tickets will be decided. At this time the way in which the raffle tickets will be awarded will be decided.

The treasurer and Katie Proffitt moved to finalize the prices for membership for the Friends. Individual was \$5, Family was \$10, Junior members was \$1 (until 12), Business is \$25, lifetime member is \$50, and lifetime family membership is \$75. This was seconded and approved by the Friends.

Friends members were tasked with the following business items to be completed prior to the next meeting:

1. Completing the five raffle baskets (Treasurer, Katie, Mindy, Bob, X, and Carol)
2. Finalizing an informational brochure with attached membership application. Finalizing a membership card (Julia)
3. Acquiring a format for providing receipts to people who donate items or money to the Friends for tax purposes (Julia)
4. A finalized logo (Katie Proffitt)
5. An updated copy of the by-laws (Katie Proffitt)

Issues to be voted on next meeting are as follows:

1. Price for raffle tickets
2. Type of raffle for the baskets
3. Logo
4. Brochure, Application and Membership cards

5. Any other issues that may arise