

February 12, 2018

Attending: Cora Suksumrit, Dean Keith, Teri Guill, Rachel Young, and Jonathan Scheu

Treasurer's Report Checking **\$1,709.41** Savings **\$12,783.37**

PayPal Account **\$100.08** Amazon Gift Cards **\$131.41**

Library Wish List **-\$5,000.00**

Overall Total \$9,724.27

Minutes Previous minutes from January 2018 were approved.

Library Report Youth programming calendar is being made for each month; Jonathan and Rachel will see if marketing services can deliver calendar to FOL to post on website. Read squared subscription renewed. Booked Jim Gill for summer youth events. April is National Library Week (during week of book sale). Adult services: quarterly craftivity for March is on gardening. April is financial literacy month and Library will have classes twice per week. Summer reading programs are in the works.

Book Man: Meeting with marketing services on promotional material updates. Good feedback and interest in the statue so far. Launching name suggestions; will approve ballot of suggestions at March meeting and put up for public vote. Need to have steps in place for plate purchases, expected timeline and process. Will have order placement forms at launch event and will place first order once we have enough forms. Annual Pricing: Bronze level \$15-49 / Silver Level \$50-99 / Gold Level \$100+. Marketing to individuals. For naming ceremony, will have entry tickets for members and paid donators to get into the preview night book sale

Communications Report Bookmark and business card designs presented, reviewed and approved for printing. Will also print black/white book sale flyers on colored paper to have available ~1 month before sale – to order from Alphagraphics unless marketing services can support. Book bag re-order in process.

Old Business Signatures updated at the bank; Teri's debit card in the mail. No issues with sorting volunteers in the past few weeks; scheduling seems to be smoother.

Book Sale: John to set up Volunteer sign-up with Sign Up Genius, for adults and students. Email with volunteer links to go out after next board meeting. Time slots for volunteers remain the same for sale; for set-up, have longer morning blocks instead of afternoon blocks. If set up is completed early, can have volunteers spend more time organizing book display. Volunteer slots: 8 adults in morning, 6 in afternoon. Borrow iPads again for cashiers and have training if necessary. Preview night: allow library board and staff + city council members into preview night. Entry ticket needed for free entry. Table set-up – have porters set-up? Request support from JROTC, possibly Key Clubs, other groups that helped with Yule Ball; have Kelly Burns provide contact to reliable teen groups that can support. Table set-up diagrams to remain the same. Dean to contact Thrift Giant/CCA on after-sale donations. Ensure banner is available and have stand up signs available. Price list and box sale the same. For specials: need help

and guidance on identifying and pricing; John or Mary to support. Emphasize in messaging the special items we have available, that source is from donations, not library overstock.

New Business National Library Week open house, 4/12 at H&J from 12-4pm – all different divisions of the library showcased with tables/booths. Familiarize public with what we do – games, prizes, popcorn. FOL can have table at the event to inform about the Friends and recruit members. FOL can provide prizes in form of free book coupons for the book sale.

The meeting was adjourned.

The next FOL meeting is scheduled for **March 18, 2018 at 2PM.**