

**Call the meeting to order:** Pres. Jane Huber opened the meeting, 7:01PM

**Welcome visitors and guests:** None

**Announcements and correspondence:** A thank you was sent to the Friends from St. Barbara's Food Pantry/Lending Closet for food donations. It was noted that the food donations were actually from the Brookfield Library "Trade Food for Overdue Fines" promotion held in January.

**Review the Agenda, request for additions:** None

**Present:**

Members: Pres. Jane Huber, Secy., Sandy Baumgardner, Treas. Robert Akbarally, Viviana Franzoni, Elaine Jans,

Library Staff –Director, Kimberly Coughran

Library Board Liaison: Linda Kampshroeder

Guests: None

## **REPORTS**

**President's Report:** Jane H. indicated that she has received a copy of materials pertaining to fund-raising events like the Taste of Brookfield@your library, which she will share with the Friends. She recommended that anyone who belongs to any organization who might contribute could start making contact now regarding contributions. She also recommended that we ask Friends members if they are season ticket holders to events, etc., to see if they could also make contact for contributions. Linda K. indicated that she has been in contact with the Lyric Opera, but has not yet confirmed a contribution.

**Vice President's Report:** None

**Secretary's Report/Minutes:** Two corrections were made to January, 2017 minute. First, it was noted that the correct spelling is "McTeague," not "MacTeague" under "Secretary's Report/Minutes," and the amount for Marc Kritzer under "Request for Funds" should be "\$210." Elaine J. moved, and Viviana F-Q second. Minutes approved with changes

**Treasurer's Report:** Previous Checking Balance: \$7,599.51 Income: \$539.30 Expenses: \$510.00

Ending Balance: \$7,628.81 Grand Total with CD's \$40,363.74 PAC: \$1,306.62

Brookfield Public Library Foundation: \$5,000.00

Treasurer's report for January submitted for file.

**Request for funds:** Kim C. stated that both Friends volunteers and staff members had indicated that additional book carts were necessary. Sandy B. moved that \$1,000 be given to the library to purchase 3 to 4 carts. Elaine J. second. Motion carried unanimously. Sandy B. presented a bill for rubber stamps stating "Compliments of the Friends of the Brookfield Public Library." These stamps will be used on books that are given away. They will not be used on books in book sales.

**Director's Report:** Kim C. indicated that in March, the trustees will embark on a "listening tour" to engage with the community in a discussion about the library and its future. The "tours" are scheduled to be held at the Irish Times in Brookfield on the following dates: Saturday, March 4: 11am to 1pm; Monday, March 6: 6pm to 8 pm, and Wednesday, March 8: 11 am to 1 pm.

**Library Board Report:** Linda K. indicated that individual Department Heads of the Library have been coming to the monthly board meetings. Linda K. has found this extremely helpful and informative in that it increases the awareness for the Trustees as to the current accomplishments and needs of each department. This is especially helpful when discussing the library with the public.

**Committee/Coordinator reports:**

**Book Sorting & Storage – Sandy B:** Reported book sorters are organizing books by putting out best and newest books; boxing overstock books for bag sales, farmer's market and give-aways; and developing free books/give away outlets.

**Book Sales – Sandy B:** 'Valentine 10 cent paperback/pocket book sale' in Book Nook for February 9-14. BOGO (Buy one get one free) planned for Book Nook February 19 -28. Bag sale planned for March 11 and 12 from 10 am to 3pm. Sandy B. also will be receiving a selection of Native American books from Friends member Freda Horonzy. It was suggested that it be determined if there is a special day or week honoring Native Americans to spotlight these books. Elaine J. will look into this.

**Public Relations – Viviana:** Reported that she is working with book sorters to spotlight special books or book sets on Facebook. Policies are being determined as to how books advertised on Facebook will be picked up and paid for.

**Membership – Viviana:** Membership renewal letters will be sent to former Friends members who do not have email. It was suggest that a %off coupon for books, or a bookmark with future Friends meetings' dates. It was confirmed that there is a link on the Library/Friends website where Friend's applications can be downloaded. Jane H. asked about paying for memberships online. Kim C. said Pay Pal would probably be the best format, and that this is being looked into.

**Special Events:** Elaine J. presented a schedule of past Friends events of 2016 and proposed Friends events for 2017. Elaine J. suggested that for National Library Week, instead of just the welcome table in the library lobby, activities that would involve all residents be considered, i.e., a scavenger hunt where different functions of the library have to be "found." The Kim C. will ask Christy in Public Relations to develop the scavenger hunt sheet. When the scavenger hunt is finished, participants will put their name in a jar and a winner will be picked. It was suggested that one or more local business be asked to give out the scavenger hunt sheets, and a \$50 gift certificate from the participating store be awarded as a prize. Sandy B. moved that the amount of \$50 be approved as a scavenger hunt prize. Elaine J. second. Motion carried unanimously. Elaine J., Sandy B., and Viviana F.-Q., to finalize plans for National Library Week.

**Old/New Business:** Kim C. indicated that discussion ensues regarding the proposed Foundation. It is being determined whether or not the Foundation should be a subsidiary of the Friends or an independent entity. Sandy B. asked if the Friends could donate some of their money to the Foundation. Kim C. will present this question to the attorney.

Elaine J. and Jane H. expressed concern about going into residents houses to pick up donation books regarding safety and liability. Kim C. was asked and confirmed that the library's insurance policy does not cover volunteers. It was determined that Elaine J., Sandy B., and Viviana F-Q will meet to develop a proposed policy on picking up book donations, which will be submitted at the March 8, 2017 Friends meeting.

**Meeting adjourned 8:45 PM**      Respectfully submitted, Elaine Jans

**Next FOL Meeting: March 8, 2017 at 7:00 in the Lower Level Conference Room**