

Friends of Crystal Falls District Community Library
Monday, October 25, 2021, 10:30am. Library Conference Room

Present: James M. Jackson, Joan M. Kupchynsky, Margaret E. Padilla, Janet G. Wagner

Janet called the meeting to order at 10:30am.

Resolution 1. Re-adopt Bylaws: Jim moved, Joan seconded, that the Board adopts the Friends of Crystal Falls District Community Library bylaws. M/C. Documents placed on file.

Resolution 2. Email Address: Jim moved, Peg seconded, that the Board adopts FriendsCFLibrary@gmail.com as the official email account to be used by any member of the Board for official public business and by the public to contact the organization; and that the Board designates James M. Jackson to maintain the Google Account required to obtain the email address until the earlier of the date he is no longer a member of the Board or when the Board designates a successor. M/C

Resolution 3. Bank Account: Jim moved, Joan seconded, that the corporation open a checking account at CoVantage Credit Union and that the following Board Officers shall be authorized signers on the account: President, Vice-President, and Treasurer. M/C

- Discussed the need to create a policy for handling the approval process of receiving invoices and paying bills. (Add to future agenda)

Resolution 4. Apply 501(c)(3): Joan moved, Janet seconded, that the Board authorizes James M. Jackson to apply to the IRS for recognition of the corporation as a charitable organization within the meaning of 501(c)(3) of the Internal Revenue Code. M/C.

- **4a:** Discussed and approved the wording of the mission of the FOCFDCL which is part of the application requirement for 501(c)(3) status.

Statement of Purpose: Discussed and approved wording of the Friends' Purpose Statement, which is a Michigan State requirement as part of the registration process to receive donations.

Resolution 5. Website: Peg moved, Joan seconded, that the Board authorizes James M. Jackson to purchase the friends-cfdcl.org domain for use as the corporation's website and to host that website using his personal Bluehost account. M/C.

Resolution 6. Memorandum of Understanding with the Library: Peg moved, Jim seconded, that the Board authorizes Janet G. Wagner and Joan M. Kupchynsky to work with the Crystal Falls District Community Library to develop a Memorandum of Understanding to describe how our two organizations will work together to mutually support each other's activities and purchases. They may solicit assistance from any members of the larger community as they choose. Any Memorandum of Understanding shall not be in effect until both this Board and the Library's Board have approved the agreement. M/C.

Fund Raising: Discussed the need to brainstorm ways to ask for and receive donations prior to IRS approval of our 501(c)(3) status. Discussed the restrictions on contributions from officers and directors of the Board as well as substantial donations. Agreed we need to find ways of generating public support AND we need to pay attention to how much we give and to any large donations before accepting them. (Future agenda item)

Pictures: agreed to the need to start taking pictures at events where the Friends are helping the library. These can be used on the website, for promotional brochures, etc. (Peg will try to get some pictures at the Candy Bash on October 30)

Future meeting: scheduled a meeting for Monday, November 8, 2021 at 10:30am in the Library conference room.

The meeting adjourned at 11:45am.

Respectfully Submitted,

Margaret E Padilla, Secretary