

Friends of the Crystal Falls Community District Library
Monday, November 8, 2021, 10:30am

Present: James Jackson, Joan Kupchynsky, Margaret Padilla, Janet Wagner
Guest: Evelyn Gathu (for part of meeting)

1. Call to order: Janet called the meeting to order at 10:35am
2. Approval of minutes from last meeting: Jim moved, Joan seconded, to approve the minutes from the Oct. 25, 2021 meeting.
3. Treasurer's Report (Jim): Joan moved, Janet seconded, to approve the Treasurer's Report.
 - Jim presented copies of the Reimbursement Form to be used by committee members when submitting for expense reimbursement.
 - Jim explained worksheet to support 501(c)(3) status
4. Old Business:
 - Halloween Candy Bash report (Evelyn): 178 books given away at Halloween Candy Bash. Thanks to volunteer friends, Janet Wagner, Joan Kupchynsky, Mary Ann Keil, Vinnie Liscomb, Ann Blum, Peg Padilla and Evelyn Gathu. Agreed next year would need more board books and more books for older youth readers.
 - Memorandum of understanding with the library (Janet and Joan) Reviewed Memorandum of Understanding as presented by Janet, Joan and Library board member Deb Divoky. Made suggested changes. Janet will send revised copy to each director for comment and then get back with Deb for Board approval.
 - Website: asked Evelyn to add The Friends website link to the Library site. The site is being revised and Evelyn will send the new URL to Jim
 - Future events (Evelyn):
 - Upcoming Crystal Christmas, December 11. A morning story hour will be led by Mrs. Dalton. Afternoon will host an Author Palooza featuring three area authors: Chandra Ziegler, Gayle Gallada and Jan Jensen. Will ask Friends of the Library to bring baked goods.
 - Future fundraiser: t-shirts and hoodies are being made with Logo designed by Forest Park High School student in Crystal Falls Library logo contest. Before using the graphic, the board encouraged Evelyn to get written permission from the student and her parents for future use of logo.
5. New Business:
 - Privacy Policy: Joan moved, Peg seconded, to approve the Privacy Policy for use in collecting personal information on-line. M/C
 - Website: Jim explained where all documents are archived in the website and gave Username and Password for Board Member Only section of site.
 - Storing files: Jim moved, Janet seconded, to authorize the secretary to purchase a fireproof box to store corporate documents. M/C

6. Items tabled for next meeting due to lack of time:

- Discussion of Financial Policy
- Brainstorming Fundraising ideas
- Discussion on Board meetings vs. Executive meetings
- Discussion on Logo

Next meeting scheduled for Tuesday, November 16 at 10:00am. Will set up Zoom link.

The meeting adjourned at 12:15pm.

Respectfully submitted,

Peg

Margaret Padilla, secretary