

Friends of the Crystal Falls Community District Library
Executive Meeting, Monday, November 16, 2021, 10:00am

Present: Janet Wagner, Joan Kupchynsky, Margaret Padilla, James Jackson (via Zoom)

1. Call to order: Janet called the meeting to order at 10:00am.
2. Agenda building: additions were made to the agenda under New Business
3. Approval of minutes from last meeting: Jim moved, Joan seconded, to approve the minutes from the Nov. 8, 2021 meeting.
4. Treasurer's Report (Jim): Peg moved, Joan seconded, to approve the Treasurer's Report
5. Old Business:
 - Financial Policy: Discussed Jim's memo on Financial Policies, made suggested changes. Jim will draft a final Financial Policy for Board approval. Informed the Board that a password-protected area has been set up on our website to store PDF copies of all Board documents.
 - Fundraising:
 - Brain-stormed ways to ask for and receive donations. Agreed a newspaper article to introduce the public to the Friends, including our history and ways to support our mission. Janet, Joan and Peg will work on an article together.
 - Discussed how to recognize donors. Agreed to recognize donors on the website and in the Annual Report. Donors' names will be posted with donor permission. Agreed to set up categories to reflect amounts. (\$0-50.00, \$51.00-100.00, \$101.00-250.00, \$251.00-500.00, \$500.00 and over. Janet will come up with names for each category based on authors' names)
 - Discussed how to accept donations. Jim will look into setting up website to accept cash, check, PayPal and Venmo.
 - Discussed ways of generating public support: Next event, Crystal Christmas, Dec. 11 Authorpalooza, Friends will provide snacks. Peg will send an email to all Friends requesting help with snacks and will ask Evelyn to indicate in the news article about the event that the Friends are providing refreshments. Provide a way for attendees to sign up for Friends' email.(sign-up sheet) Provide a form for making donations (Jim)
 - Discussed additional future promotional and fundraising opportunities including:
 - ✓ 501 (c)(3) Approval Party
 - ✓ Matching Donations
 - ✓ Silent Auction
 - ✓ Read-A-Book-At-Home
 - ✓ Scrabble Tournament
 - ✓ Bookmarks
 - ✓ Christmas books
 - ✓ Summer reading program: help

6. New Business:

- Board mtg vs Executive Committee mtgs: Discussed the difference between Board Meetings, which are open to the public, and Executive Committee Meetings, which are private.
- Logo: agreed to develop our own Friends of the Library logo for future branding uses (bookmarks, stationery, etc)
- Thank Yous: While all donations over \$250.00 need to include a receipt with the Thank You note, the Board agreed to include a receipt for all donations, regardless of size. The secretary agreed to write personal thank you notes for donations received. Jim will design a generic receipt form that can be inserted into the note.
- Mail: Since Friends' mailing address is currently the Library, Peg will ask Evelyn for a designated mail bin and will check on mail regularly. Peg will investigate the fees for a P.O. Box for future mailing purposes.

7. Meeting Adjourned: Joan moved that the meeting adjourn at 12:36pm.

Respectfully submitted,

Margaret E Padilla, Secretary