

Friends of the Crystal Falls District Community Library
Thursday, May 5, 2022, 10am, Library Conference Room

Present: Janet Wagner, Joan Kupchynsky, James Jackson, Margaret Padilla

1. Janet called the meeting to order at 10:05am
2. Agenda building: no changes made in agenda
3. Approval of minutes from last meeting: Jim moved, Joan seconded, to approve the minutes from the April 27, 2022 meeting. M/C
4. Treasurer's Report (Jim)
 - April Financials: Peg moved, Janet seconded, to approve the Treasurer's report and place it on file. M/C
5. Old Business:
 - Logo:
 - reviewed Melanie's contract. Made a correction
 - reviewed logo designs, chose font and requested some color changes. Janet will be in contact about requested changes
 - Address list: reviewed and updated business address list. Agreed who would visit which vendors
 - Brochure/Letter: reviewed Summer Reading request letter and brochure. Head librarian Evelyn Gathu approved both. Jim will proceed with printing.
 - Silent Auction: Discussed how to set up silent auction to Name a Character in Jim Jackson's next novel. Agreed to start auction the end of May and name the winner at the June 25 Annual Meeting. Jim will design a poster and sign up sheet. Peg will draft a news article.
 - T-shirts: reviewed order form sent by Becky Blazier at American Classic Sign Company. Made some minor changes and printed. Peg will draft a news article.
 - Puppet Workshop: Evelyn updated Board on upcoming Puppet Workshop. No help needed from FOL at this time.
 - Summer Reading: Evelyn presented packet of all events being offered during the Summer Reading Program

6. New Business:

- Approve Policies
 - Handling Cash Receipts: Peg moved, Joan seconded, to approve the policy on Handling Cash Receipts. M/C
 - Accepting Donations: Joan moved, Janet seconded, to approve the policy on Accepting Donations. M/C
 - Record Retention: Joan moved, Janet seconded, to approve the policy on Record Retention. M/C
 - Treasurer Responsibilities: Joan moved, Janet seconded, to approve the policy on Treasurer Responsibilities. M/C
 - Expense Payments: Peg moved, Joan seconded, to approve the policy on Expense Payments. M/C
 - Recording and Depositing Checks: Janet moved, Joan seconded, to approve the policy on Recording and Depositing Checks. M/C
- Donation Form: presented for informational purposes. Will make available to donors.
- Website changes: Library approved, website changes after Evelyn's review.

Follow up meetings:

- Agreed to handle logo decision via email
- Peg and Joan will handle mailing of letter and brochures to businesses when they are available
- Set in person meeting for Monday, May 16, 2022 at 10:00 am to work on agenda for June 25 Annual Meeting.

Joan moved to adjourn the meeting at 12:15pm

Respectfully submitted,

Peg

Peg Padilla, Secretary FOCFDCL