Meeting Minutes: Friends of the Crystal Falls District Community Library

- Meeting Type: Executive Board Meeting
- Date: 7/3/26
    - Location: 130 Buck Lake Rd. Alpha, MI
    - Attendance: Maureen Elson, Jan Rubens, Jim Jackson, Mary Ann Keil
    - Call to Order: Maureen called the meeting to order at 3:22 p.m.

Agenda Building: Added the following under New Business: Vanguard signers and Reception for Evelyn.

Approval of Previous Meeting Minutes: Maureen moved, Mary Ann seconded, to approve the minutes from the annual meeting held on 6/13/26 as presented. M/C.

Reports:

- Treasures Report:
    - Mary Ann moved, Jan seconded, to approve the Treasure's report given by Jim. M/C.
    - Debit Card: Mary Ann moved, Jan seconded, to allow Mary Ann to obtain a debit card for the CoVantage checking account. M/C.
- Old Business. Discussion and action taken:
    - Book Drop: It was agreed that Maureen will give Ponchaud a deadline to schedule the cement foundation. If the deadline passes without resolution, we will pursue another cement contractor. Update: As of 7/11, Ponchaud has begun installation of the foundation and book drop.
    - School Collaboration: It was agreed that Maureen will form a subcommittee if other Friends volunteer to support this initiative, and then propose it as a pilot program to the Forest Park school.
    - Annual Book Sale: Sat 8/1/26. Mary Ann will coordinate volunteers for Friday 7/31 to move books to front of library, and for 8/1 to set up outside, and assist at the event. Will ask if anyone has a pop-up tent we can use for merchandise tables that do not fit under the main tent. At the conclusion of the sale on 8/1, unsold books will be on sale inside the library for one additional week and then any remaining books will be donated to Good Will or recycled.
    - Website/Facebook Update: Maureen will discuss with new Library Director ongoing support for the website.
    - Bylaws Review: Mary Ann will compile policy questions and proposed updates to our current bylaws and present at a future meeting.
- New Business. Discussion and action taken:
    - Reception for Evelyn: Discussed possible reception for outgoing Library Director Evelyn. Awaiting Evelyn's agreement to participate before taking further steps.
    - Plaque for Joan: The Reading Rabbit statue has been placed in the pocket park; Maureen will order a plaque honoring former VP Joan Kupchynski to be added to the rabbit statue.
    - Friends Merchandise: Jim moved, seconded by Jan, to allow Peg Padilla to continue overseeing the Friends merchandise. M/C.
    - Ice Cream Give Away: Mary Ann reported this event on 7/11 is on target with all supplies ordered/purchased and volunteers in place.

Adjournment: Due to time constraints, the meeting recessed on 7/3 at 5:15 p.m. The board agreed to reconvene on 7/15/26 at 9:00 a.m. to complete the remaining agenda items.

Reconvened Meeting: The meeting reconvened on 7/15/26. Present were Maureen Elson, Jan Rubens, Jim Jackson and Mary Ann Keil. Maureen called the meeting back to order at 9:00 a.m. The board resumed discussion of the remaining agenda items from the 7/3/26 meeting.

- Treasures report: Mary Ann moved, Jan seconded, to approve the financial report for fiscal year ending 6/30/26. M/C. Jim will proceed with IRS and state filings.
- New Business and action taken:
    - New Board Members at Large: Terry Takala and Heather Strong have expressed interest in becoming a board member. Maureen will invite both to our next board meeting so they can observe a meeting.
    - Procedures/Collaboration with new Library Director: Maureen will set up a date in early August with the board and new Library Director to begin discussions on operating procedures with the Library Director.
    - Passwords: Jim will change the passwords on all platforms (e.g. bank accounts, email accounts) and provide them to the board. Peg Padilla will also be given the Gmail account password as that is how she communicates with Black Dog printing for our merchandise.
    - Board Only Website page: This website page is used for electronic storage of Friends records. It was agreed this website page will remain only accessible to the current executive board members. Jim will update as needed.
    - Email protocols: It was decided any person who initiates an email out of the Friends Gmail account is responsible for deleting associated emails once they are no longer needed. Jim will handle any donation emails and delete when appropriate. A discussion was had to investigate using an email platform that can maintain larger distribution lists, such as Mailer Lite or Mail Chimp, in the future.
    - Membership in Friends of Michigan Libraries: Maureen moved, and Jim seconded, to approve a 1-year membership for $50 to the Friends of Michigan Libraries, a non-profit organization that supports and advocates for Michigan library Friends groups. M/C. Mary Ann will submit the membership online.
    - Indemnification of Board Members and Volunteers: Mary Ann will incorporate this into her review of the current by-laws (see By-Laws Review under Old Business).
    - Vanguard Account Signers: Maureen motioned, and Jim seconded, to add Mary Ann as a secondary signer to our Vanguard accounts. M/C.
    - Purchases: The following purchases were discussed:
        - Mary Ann moved, and Jan seconded, to approve a budget of $750 to purchase a portable battery charging station and charging cords for common I-phone and laptop devices for community use. M/C. Mary Ann will present this to the Library Board for their approval at their next meeting on July 27th.
        - Maureen will investigate an electronic marquee for the library to be presented at a later date.
    - Press Release: We will plan one press release with pictures for both the check presentation to the library for fiscal year 2026 and the book drop dedication to Bob Surface. The check presentation is scheduled for Monday 7/20. The book drop dedication is TBD.

There being no further business, the meeting adjourned on 7/15/26 at 11:01 a.m.

Submitted by Mary Ann Keil, FCFDCLSecretary