

Friends of the Emporia Public Library  
Minutes  
Feb. 26, 2024  
Large Meeting Room

Members present: Harvey Foyle, President; Gene Graber, Vice President; Jan Ralston, Treasurer; Dee Schwinn, Secretary, Ruth Gutierrez, Book Sorter Chair; Jessica Hopkins, Cindy Durbin, Ron Sellers, Becky Sellers, Sarah Wyrick, Board Liaison; Pauline Stacchini, Executive Library Director; Guest, Lisa Gutierrez  
Member not present: Vicki Brooks

Harvey called the meeting to order at 5:00

He brought cookies!

Ruth moved and Becky seconded we approve the agenda. The motion passed

The minutes were a combination of the annual meeting and the Jan. meeting. Jan moved and Jessica seconded the approval of the minutes as sent over email. The motion passed.

Dee requested a change in the agenda to present the Friends of the Library 2023 Super Friend award. This year's recipient is Ruth Gutierrez. She is currently our Book Sorter Chair Her daughter bought her a membership in the Friends and she has made the most of it. She first helped with the book sorting. When the former Book Sorter Chair resigned, Ruth stepped in and she has been great. She has added workers, designed a handbook for the workers, managed several big donations that have come in, organized the Friends building and has worked the sale. She received a memento of her service and was granted a life membership. Thanks to Ruth for her hard work and dedication.

Treasurer's report: Jan detailed some of the treasurer's report and asked for clarification on several matters. These will be written down so that there is a process for handling certain situations. It was agreed that Jan will pay the \$10,000 to the library following each of the major book sales. We also discussed whether the treasurer should be bonded and decided that we should have a process in order and not do the expensive bonding. Also there has been a separation of duties with Jessica and Vicki taking of the maintenance of the member list since they work directly with that. It was moved by Gene and seconded by Jessica that we try both of these procedures and then reevaluate. The motion passed. Becky moved and Jessica seconded that we approve the Treasurer's report, the motion passed.

Library Board meeting report from Sarah Wyrick and our representative Harvey: The board the approval of 2 CDs . One is for Capitol Outlay. That money has been used for benches in the library, a new book drop, book carts and seating for the staff. The other CD is for Memorials.

Pauline reported on what her duties are as the Library Director. She is in charge of the 12 full time and 11 part time employees, customer services, facility management, Technology management, and Leadership. She detailed each of these areas.

## Standing Committees

Membership 9 new members were added in the Flash sale with the incentive of a free book. They will look for some sort of prizes at the Spring sale to encourage membership.

Book Sorter Chair: Ruth reported 62 volunteer hours in January. They continue to move books around to utilize the space we have. We continue to have donations and good work from the sorters.

Book Sale: Dee gave the proposed schedule for the Spring Book Sale

April 5 from 4-7 will be the Friends Only part of the sale. It gives them more time and opens up some evening times.

April 6 from 9-5 Open to the public and full price

April 7 from 1-5 full price

April 8 and 9 open from 9-7 and \$10.00 a bag (Cindy will get us some more bags)

April 10 from 9-1 will be \$5.00 a bag and 1-5 will be \$2.00 a bag

Cindy will contact selected owners of marquees and try to get it up starting April 3. The signs seem to be a good draw to the sale. We will get a blurb in the Gazette and Shopper and Dee will be on the Radio.

Cindy moved and Ruth seconded that we accept the above suggestions for the sale. The motion passed.

## Unfinished Business:

Dee needs to get the By Laws corrected and printed

We will try out the First Friday for a book sale on June 7

We will not get a bolted down safe or ask for a police escort to the bank.

Jan will contact the Foundation and find out the process for paying the the book lockers and awning when the time comes.

Harvey has verified that we are a 501 C3 status

We will archive the minutes and the treasurer's reports to the Friends email account at library.org Those with access to the login will be Jan, Harvey and Dee Dee will post the minutes when they have been officially approved by the board.

## New Business:

The FOL memo of understanding which was made in 2018 has never been updated and it was supposed to be every year. We are going to go through that and get it updated.

Insurance information is being explored

We need more board members and we need someone to work with Match Day and possibly grant writing. We are to get names to Harvey.

Jessica moved and Cindy seconded that we adjourn the meeting. Meeting was adjourned at 6:02

## Dates to Remember:

Friends building open Tuesday from 9-12; Wednesday from 1-3; Thursday 9:30-11:30 and 1-3  
EPL board meeting is March 14 at 4:15

Friends Board Meeting March 26 at 5:00 (Harvey will be absent so Gene will run the meeting)

Friends Book Sale April 5-10  
Respectfully submitted,

Dee Schwinn, Secretary.