

Friends of the Emporia Public Library  
Large meeting room of EPL  
Minutes  
December 18, 2023, 5:00 p.m.

Members present: Marcia Lawrence, President; Jan Ralston, Treasurer; Dee Schwinn, Secretary, Vicki Brooks, membership; Harvey Foyle, board liaison; Cindy Durbin, Ron Sellers, Becky Sellers, Michael Lang, Gene Graber, Sarah Wyrick, Board rep; Pauline Stacchini, Library director.

Members absent: Mary Beth Janssen, Vice President; Ruth Gutierrez, Book sorter chair; Jessica Hopkins

Marcia called the meeting to order at 5:00 p.m.

Gene moved and Vicki seconded we approve the agenda. The motion passed

The minutes were reviewed as sent via email. Michael moved and Cindy seconded we approve the minutes. The motion passed.

The Treasurer's report was sent via email. The flash sale was left off of the records so that will be added. The charge for the signs will be placed under the book sale items. Cindy moved and Harvey seconded that we approve the Treasurer's report, the motion passed.

Harvey gave his report from the Library Board meeting.

1. The EPLB reappointed committee assignments for 2024.
2. The EPL Treasurer reported that after paying all bills for 2023, it appears that the library will start the new year with about \$50,000.00
3. EPL organization presented: Executive Director with two assistants staff suggestions. For February meeting the director will share the Executive Director's role.

Board suggestions for FOL

1. Install a bolted down safe in FOL building file cabinet room. (Susan Brinkman's husband did it at Bourbon Cowboy). Keep money there all day. No going to the bank with cash and problems it might cause.
2. Police escort at the end of day to deposit money, especially evening/dark hours
3. First Friday Passport..FOL open until 9:00 p.m.. Try as a pilot program.

We will take their suggestions under consideration and discuss at future meetings.

Sarah added that there is a memorandum of understanding with the City for the book lockers. She also reported that the newsletter will now be done in house; there will be no Spanish version.

Director's report.

Pauline clarified some on the \$50,000 of which part will be used for the book lockers. She shared a sample of the newsletter. She also expressed the thanks from the library staff for their gifts and passed around a thank you note.

#### Unfinished Business

##### Membership:

In Jessica's absence, Vicki did not know what had happened with the drawings. Jan has letters that have been returned. She will give those to Vicki and also get Vicki the current list of members.

##### Book Sorter report:

Dee gave the report in Ruth's absence. Her son passed away on Saturday. We signed a sympathy card for her.

In November there were 95 ¼ hours volunteered.

The children's books will have its own room where the recycle books were held. That will free up room for the coffee table books in the main room. We are also going to put all of the autographed books together and not with collectibles. Ruth is training a new book sorter. Her name is Nancy.

Match Day for 2023 was \$9,838.46. Last year's total was \$11,544. We need to have someone in charge who will just have that responsibility. It should be someone with fund raising experience.

Gifts for the staff were completed.

Via email Jessica moved and Vicki Brooks seconded that we approve the following slate.

Harvey Foyle, President

Gene Graber, Vice President

Jan Ralston, Treasurer

Dee Schwinn Secretary

Harvey would continue to serve as the liaison to the Library Board

Also it was suggested we find someone to be a treasurer in training.

The motion passed via email.

The annual meeting will be on Jan. 22. On Jan 8 at 1 in the Large meeting room we will stuff letters and membership forms to be mailed.

#### New Business

Board members going off this year are Michael Lang, March Beth Janssen and Marcia Lawrence. We need to be finding some more members for the board.

We need to review the by laws and we need to find out how to reinstate our 501(c)3 status. Marcia reported that we are not on the list. This needs to be done in a timely manner. It was suggested that we need an Archivist and someone who could keep track of details like this in the future. Possibly it could be a paid position.

Michael moved and Vicki seconded that we adjourn the meeting. Meeting was adjourned at 6:15

The next meeting will be the annual meeting on January 22 at 5:00 in the Large Meeting room of the EPL.

Secretary,

Dee Schwinn

Library closed Dec. 24-26, Jan 1, and Jan 14-15

Stuffing of envelopes will be Jan 8 at 1 in the large meeting room.