

Lawrence Public Library Friends & Foundation Board Meeting Minutes – March 27, 2023

Present: Rachel Rademacher, Brandon Eisman, Mary Gage, Joan Golden, Nancy Hambleton, Annamarie Hill, Jane Medina, Kassie Nieters, Craig Penzler, Stan Ring, Dan Storey, David Vance, and Imani Wadud

Staff Present: Brad Allen, Jack Altman, Angela Hyde, Logan Isaman, Kathleen Morgan

Welcome and Intros

Rachel introduces Jack Altman, the new “Retirement Boot Camp Drill Sergeant.”

- Jack introduces himself and outlined his plans for Retirement Boot Camp
- Anticipates 9-11 programs per month
- “Tables of Content” social event to bring people together in a speed dating format
- Considering a Wine Around the World fundraising event

Consent agenda

Feb 27 meeting minutes

Feb 2023 financial statements

Joan/Craig - Approved

Board of Trustees Report

- Brad and David report
- Behavior policy and reserved room policy were reviewed and approved
- Officer nominating committee and budget committee was formed

Executive Director’s report

- Capitol Federal grant received to fund Retirement Boot Camp
- Kathleen working with IT on a grant to MIDCO for new public catalog iPads
- Annual audit taking place next Tuesday 4/3
- Logan and Kathleen attending IPLFC in Austin in June
- Angela is going to attend United for Libraries sessions at ALA in Chicago in June
- Beach Author Jacqueline Woodson coming up on April 20
 - Board invited to VIP section and could use some greeters

Committee reports

1. Finance (US Bank information)

- Joan reports
- US Bank information attached as fiduciary duty
- Rachel asks if we want to diversify our holdings as we are well above the FDIC limit in our checking account. This would help us remain covered should anything happen.
 - We have two CDs at Cap Fed (\$50,000 total)
 - Considering a money market account for the additional \$20,000 that the board approved to add to the reserve.

- Joan suggests bringing monthly averages to the next meeting for review
 - Annamarie agrees to watch it for a while and if concern arises
 - Board requests this be added to the May Finance Committee agenda to receive a recommendation as to how to proceed.
2. On-site book sales
- Annamarie reports that books were sold!
 - Over \$5k raised in February
 - Expanded donation hours
 - Trying to think of how to call in emergency volunteer help when we're inundated with donations
 - No personal shopping appointments were scheduled in February
 - Friends Express is still gaining momentum. It has been a huge success!
3. Internet sales
- Stan reports
 - About \$1k over February on-site sales
4. Membership and fundraising
- Over \$67k in total giving in February
 - \$16k restricted; most of that is the Capitol Federal grant for Boot Camp
 - Fundraising event earned \$40,696 in February
 - Still collecting sponsor payments (BNSF \$10k outstanding)
 - In addition, picture book room pledges are expected in coming months
 - 525 individuals made gifts in February; most of this is basket ticket sales

Old business

1. Annual meeting schedule and plans
- Rachel reports that we'll have a short April board meeting via Zoom
 - May 1 will include a 30-minute board meeting at 4:30 pm to vote on Annual Meeting Minutes and board placements, and will then go into our public annual meeting/celebration at 5 pm. Both meetings will happen in the library auditorium.
2. Policy/Procedure Review game plan
- One of our 2023 goals is to review our by-laws, policies and procedures
 - Kathleen has divided this review into five groups
 - May meeting to review bylaws
 - Assigned to Executive Committee + Craig
 - June meeting to review standing committee responsibilities
 - July is an off month
 - August meeting to review book sales policies and procedures
 - September meeting to review financial policies and procedures
 - October meeting to cover miscellaneous policies and procedures
3. Board nominations 2023-2024
- Nominating Committee (Rachel, Brandon, Dan) will meet immediately following this board meeting to review nominations

New business

1. By-laws: Board terms (action item)

- How does the board interpret LPLFF by-laws regarding terms for those who have served partial terms? Are these board members eligible to serve one or two full terms after that?
- The option of serving two full terms will mirror the way the Trustees and the City operate.
- Motion was made to interpret LPLFF by-laws to allow for partial term plus two full terms
 - Annamarie/Mary - Approved

2. Beach Author: Jacqueline Woodson

- Board is invited to join us for the public program on April 20. There are VIP seats available to you. If you want to help as a greeter that would be great.

3. Friends & Foundation meeting time proposal

- Recommended to start it at 5:30 PM to be more accessible for board members to attend with a working schedule
- Motion to begin board meetings starting at 5:30 PM beginning in May, 2023
 - Brandon/Nancy - Approved

4. As incoming board chair, Brandon should be added as a signer to the US Bank checking account. Joan moved to make Brandon a signer on the account. Kassie seconded the motion and it was approved.

Adjournment 5:30 PM

Respectfully submitted,
Logan Isaman