

Lawrence Public Library Friends & Foundation Board Meeting Minutes – May 22, 2023

Present: Brandon Eisman, Mary Gage, Nancy Hambleton, Kelly Hart, Blanca Herrada, Annamarie Hill, Kassie Nieters, Craig Penzler, Rachel Rademacher, Stan Ring

Staff Present: Brad Allen, Angela Hyde, Logan Isaman, Kathleen Morgan, Lauren Taylor

Welcome and Intros

Brandon called the meeting to order at 5:30 PM

- We welcome Blanca to her first official board meeting.
- Lauren Taylor, Children’s Librarian, joins us to talk about Summer Reading (funded 100% by private donors!)
 - Kickoff Party this Thursday, 5/25 from 6-8 PM. Join us!
 - Performers are returning for the first time since the pandemic.
 - “All Together Meow” scavenger hunt in local parks will be installed this weekend.
 - Goal is to register 3,500 people this year. Sign up!

Consent agenda

April 2023 meeting minutes

April 2023 financial statements and Jan-Apr revisions

DCCF Q1 fund statements

Craig/Annamarie - Approved

Board of Trustees Report

- Kassie and Kelly report on the April Trustees meeting
- Policy review continued
- Main level workroom construction bids to be sought from other firms
 - Our public services staff have outgrown their workroom and we need to adjust the space
 - Sorter will be walled off into its own room
 - Coordinator offices will be built and additional staff stations will be installed so everyone has their own desk
- Brad discussed the safety summit that he attended with Josh Lyles and Jon Ratzlaff. We are very fortunate that LPL’s security problems are not as serious as other libraries around the country are experiencing.

Executive Director’s report

- Kathleen reports
- Summer Reading program costs about \$40,000; almost all of which is funded by the LPLFF (McGrew and DCCF contribute a total of \$5,000)
 - In addition, many local businesses donate in-kind prizes.

- Purchased \$7,500 in kids' pool passes
- Brought adult prizes back this year after many comments
- Granny Goals Matching Challenge returns
 - \$10,000 match given to encourage other grandparents to give and get kids engaged in Summer Reading
 - Will launch at the end of May
- Retirement Boot Camp survey has received a great response and has provided many future program ideas
- Strategic Planning for the library is ongoing and Kathleen will report back to the board about what LPLFF's role will be..
- LPLFF staff are attending conferences in June. Logan and Kathleen will attend the International Public Library Fundraising conference in Austin, and Angela will attend the United for Libraries event at ALA in Chicago.

Committee reports

1. Finance

- The Finance Committee met last week (5/19) and have provided recommendations for diversifying our accounts
 - Transfer the annual \$100,000 block grant to the library now so it can be invested in the Kansas Municipal Investment Pool account to earn a high interest rate.
 - Open another 14-month CD with \$20,400 reserve fund
 - Reinvest current CD when it matures June 21st into a 14-month CD
 - Motion to approve these recommendations
 - Rachel/Mary - approved
 - Note to update the Finance Committee minutes with the meeting date

2. On-site book sales

- Annamarie reports a very busy month post-Spring Sale. \$52,378 raised so far this year.
- Friends Express has shifted further into the lobby; "experiment subject to change"
- Loads of donations are coming in, and we expect another large influx at the end of the summer when students and other residents are moving
- Annamarie will be out for the 2nd Saturday sale and the Summer Sale in June. Extra help may be needed.

3. Internet sales

- Stan reports a strong month on eBay; sold a \$1,500 book!
- \$27,843 total raised this year
- Amazon trends seem to be similar to previous years; more ups than downs

4. Membership and fundraising

- Nancy reports fundraising total \$10,129 in April.
- Gift received for Children's Picture Book Room from Mary Alice Barr's estate.
- Also received two New Chapter Society gifts in April.

5. Advocacy

- Kassie has nothing to report for April, but the committee will be meeting soon.

Old business

- Review of the LPLFF by-laws
 - Article III - Do we keep the 30-day advance notice? The Trustees do not do that, but do maintain transparency. “Members” language needs to be reviewed; “non-voting members”?
 - We will ask Web Golden to weigh in from a legal perspective
 - Must review Articles of Incorporation to double check this language
 - Article IV Section 2. Addressed by adding info regarding regular meeting to the LPLFF website
 - We will start uploading the Agendas to the site, and Minutes as they are approved by the board
 - Addition of “and/or other designated board member” to be able to sign checks for the organization
 - Will confirm Article III language and present to the board for a vote at the next meeting
- Annual Meeting debrief
 - Board members provided feedback on the first ever annual meeting as a merged organization!
 - Generally, board members agreed the event was a success
 - Consider adding a library volunteer-specific award next year
 - Make sure we’re the last to use the room so we don’t have to leave too quickly
 - Kassie suggests separating the board meeting from the annual meeting
 - Include some upcoming events/Retirement Boot Camp spotlight in the presentation

New business

- Draft audit was received today. Will ask our CPA to join us for the next meeting.
- Secretary of State annual report is done; Form 990 is extended to November 15, 2023

Announcements

- Join us for the Summer Reading Kickoff this Thursday 5/25 from 6-8 PM! Snowcones, music, tacos, delight!

Adjournment 6:45 PM

The next regular Board meeting will be held Monday, June 26, 2023 at 5:30 PM

Respectfully submitted,
Logan Isaman