**Lawrence Public Library Friends & Foundation Board Meeting Minutes January 22, 2024**

**Present:** Brandon Eisman, Mary Gage, Joan Golden, Kelly Hart, Blanca Herrada, Annamarie Hill, Jane Medina, Kassie Nieters, Craig Penzler, Rachel Rademacher, and Stan Ring

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

**Welcome and Intros**

Brandon called the meeting to order at 5:30 PM

Board members share their contributions for the “Books & Bottles” basket

**Consent agenda**

Approval of November 25, 2023 minutes

Jane/Annamarie - Approved

Approve November and December 2023 financials

* Kassie asks for clarification about credit card charges from “LGL” and Square
  + Kathleen confirms these are our payment processors

Kassie/Mary - Approved

**Board of Trustees Report**

* Brad and Kelly report
* B.A. Green construction has not wrapped yet
* Board was presented with two operational policies: (1) Social Media Policy; and (2) Community Bulletin Board Policy

**Executive Director’s report**

* Year-end fundraising was strong
  + Book Sales netted 1% higher than last year
  + Restricted gifts were down, but we don’t budget for these and that’s expected
  + $664,000 total raised
  + Positive gain in investments will be revealed soon
  + New Chapter Society gifts exceeded $100,000 for the first time!
  + First time gifts were up; likely due to our bookmark campaign that were placed in library holds
* Kathleen joined the Chamber Board and began this week
  + Kathleen and Melissa (Info Services Coordinator) met to discuss opportunities to connect our small business resources with the Chamber’s
* Fundraiser planning is well underway! Kathleen presents the invitation graphic.
* Retirement Boot Camp is being rebranded to RetroActive due to a trademark issue.

**Committee reports**

On-site book sales

* Massive Music Sale
  + Annamarie reports a remarkable volunteer effort and huge contribution from Kelly Corcoran from Love Garden. Over 8,000 CDs alphabetized and valued!
  + Made over $8,000!
  + Most CDs ever sold at once. Formatting it as a music-specific sale seems to have traction.
  + If we do it next year, we need to figure out crowd control. Far too many people. Head count; one in, one out.
  + Committee wishes to present Kelly with a Gold Library Card and a library hat at the annual meeting
  + Partnership with AudioReader is also really successful
* Second Saturday sales begin again in February!
* Budget goal is increased modestly

Internet sales

* Stan reports a record December
* Slight decrease from 2022
* Jane gives kudos to the library’s cataloging staff donating a full set of encyclopedias

Membership and fundraising

* Board asks to include # of individual donors be added to the dashboard
* After Hours at the Library
  + Sponsorships are further ahead! $29,500 already; goal of $40k.
    - There are a handful of outstanding asks
  + Mary reports 4 restaurants confirmed
    - Eldridge, Limestone, Maceli’s, Lucky Seb’s
    - Haven’t heard back from: Fish House, J. Wilson’s, Aladdin
    - We will order pizza as well for extra food
    - Brandon suggests Mad Greek
    - Jane suggests reaching out to bakeries for desserts
  + Kevin Willmott and Deja Brooks are our confirmed hosts
  + This year’s fund-a-need will raise money for a new “DIY Memory Lab”, i.e. a personal digitization stations for scanning slides and transferring tapes
  + Board members asked to sign up to hand address 100 invitations
  + Still looking for a bartender/signature cocktail. Will ask 715 when Restaurant Week ends.
  + Board members will be given *real* name tags this year!
  + Check out LPLAfterHours.com!

Advocacy

* Kassie reports
* Working with NEKLS
* Library tours with city officials will begin soon
* Kansas Library Association thought we’d need to show up to legislative sessions to stand against book bans, but reports are that the topic has shifted away from libraries and to taxation
* KLA’s legislative day is on Jan 31. We’ll send representatives to continue our good relationships with our legislators.
* Goals for 2024 presented

Finance

* CD Status
* Reserves at $100,000
* Committee to meet in February following DCCF statements

**Old business**

* 2024 Calendar is live and updated
* Policy review: Whistleblower and Anti-Discrimination Policies
  + Jane suggests amending Anti-Discrimination sentence to “[...]prohibits any form of employee or volunteer harassment or unlawful discrimination based on any of these characteristics.”
    - Motion to change as suggested Joan/Stan - Approved
  + Whistleblower policy changes an instance of “this” to “the”
    - Motion to accept Stan/Rachel - Approved

**New business**

* Brad shares a list of things that were funded by LPLFF Block Grant Funds
  + Jane asks for this list to be put up in the Friends garage for our volunteers to admire; Kathleen to put this together
* Grand total sent to library last year was just over $476,000
* Biggest goal for 2024 is to sustain our success
  + Brad and Kathleen spoke about a general goal for the Friends & Foundation
    - Want to explore creating a memorandum of understanding between the LPLFF and the library. Writing out our understanding for succession planning, use of space, etc. An official agreement will benefit everyone.
* Annual Meeting Monday, April 29 at 5:00 PM
  + Public meeting/celebration
  + Share the facts and figures, honor volunteers, and celebrate accomplishments

**Adjournment 6:45 PM**

The next regular Board meeting will be held Monday, February 26, 2024 at 5:30 PM

Respectfully submitted,

Logan Isaman-Unruh