

**Friends of the Logan Library
2018 April Board Meeting
Old Juniper Room, Logan Public Library
7:02 pm, Wednesday, April 25
MINUTES**

This is a summary of the minutes, that were recorded by the secretary, and transcribed with highlights and key votes noted. A full account of the minutes will be placed in the archives at a future date.

Welcome and introductions

Brad Armstrong (President), Sally Bishop (Vice President), Gail Hanson (Treasurer), Stephen VanGeem (Secretary), Joseph Anderson (Logan Library Assistant Director)

Approval of agenda

Gail makes a motion to approve, Stephen seconded. All agree.

Approval of March meeting minutes

Sally makes a motion to approve meeting minutes, Gail seconded. All agree.

Report: Membership

Report by Brad Armstrong for Membership Manager Sheldon Miller
We still have 54 memberships.

Report: Treasurer

Presentation by Gail Hanson
Account FoLL balance is \$10,027.62 based on a March balance of \$9,200.83 plus \$90 in membership fees and \$736.79 from the most recent book sale.
The board is awaiting feedback from Chad as to whether or not we can make a donation to the Friends for \$158.76 from the Cache Valley Storytelling Festival account. Gail will reach out to Chad when she notifies him that she is the new treasurer.
Stephen makes a motion to approve Treasurer's Report, Sally seconded. All agree.

Report: Book Sale

Presentation by Brad Armstrong
We made \$736.79 on the March book sale. According to Joseph, there are no major weeding projects coming up, so the next three months will be a steady sorting of books to take out of circulation but no large overhauls. If the library receives a large donation over the summer, most of the material will likely go to the Friends for the next book sale. Brad brought up holding a third book sale if we end up with an excessive amount of books.
Karen suggested taking shelving out of the back room so that the Friends can pack that room more and use it primarily as storage. Brad also suggested taking out the shopkeeper station and the chalkboard area, and replacing it with shelving in

order to display more books. Brad thought he could find time after Memorial Day to tackle reorganizing the Friends book store.

Report: Speaker Series

Presentation by Gail Hanson

The most recent speaker series was sparsely attended.

In thinking about the ongoing Speaker Series, Brad talked about collaborating more with the Logan Library itself. Currently, the Friends are planning to help with the Tyler Whitesides engagement on Saturday, May 19.

In October, Brad would like to have someone from the USU History Department come in and talk about the armistice that ended World War I. He's reached out to Department Head Tammy Proctor about her availability or the availability of another Professor.

Currently, the July speaker is up in the air. July is hard to plan for because many people are out of town. Brad brought up the idea of shifting the speaker to June (and remaining flexible about shifting speakers in general within a given quarter) so that we can avoid issues like this.

After speaking with Karen, Joseph says that the Library is interested in co-sponsoring events with the Friends.

Sally recommended reaching out to USU Social Work Professor Vonda Jump about talking in June about trauma-informed education.

Report: Library Administration

Report by Joseph Anderson, Logan Library Assistant Director

The AV cart has been purchased and assembled. It's already been used for a series of movies over the Logan School District Spring Break. Gail is planning to write a check after this meeting to reimburse the Library for the cart and components.

The Library is planning to host a Craft Conference during a Saturday in July. It will start out with a discussion from a panel of experts who will talk about why we craft, and then will break out into various sessions where patrons can get into hands-on crafting techniques. Joseph will track down the date for a future meeting.

Karen and Joseph are headed to Salt Lake City on Friday for the Library Journal Design Institute. The Library Journal brings in architects and engineers, and they interact with library staff to share ideas about what modern libraries can look like and do. After that, Karen is going to the Mountain Plains Library Association Leadership Institute (MPLALI), a very selective weeklong conference focusing on leadership in libraries.

Brad reintroduced Sheldon's call to action about shooting for bigger and bolder fundraising projects. Joseph pointed out that anything we invest in needs to be mobile so that it can be incorporated into the new building (whenever that happens). Two of Joseph's favorite ideas for the new library have been eliminated--a small, three hundred seat theater (an area for speaker events/movies that could be converted to serve as a storytime room by removing the seats) and an outdoor amphitheater. If it's feasible, either of these may be a project that the Friends could target as the focus of a fundraiser.

Old Business: Transfer of offices

Discussion led by Brad

Jane Erickson and Gail have been working on the transition from the 2016-2018 treasurer to the current one. Brad needs to send in our updated Executive Board when he submits our paperwork as a non-profit.

Old Business: Signature card/other financial business

Discussion led by Gail

Gail researched online fundraising services for non-profits. Brad reminded everyone that we have traditionally elected not to use a card-reader because we would only use it two times a year at the biannual book sales. Gail recommended pursuing it if we decide to aggressively grow our fundraising projects. Brad said that we might want to run it by Chad.

Old Business: United for Libraries membership

Discussion led by Brad

Based upon our decision last meeting, we need to officially join. For billing purposes, Brad recommends putting the Logan Library as our principle address. The annual fee is \$50 and we asked Gail to take care of that.

Old Business: Future of Speaker Series

Discussion led by Brad

See previous discussion under Report: Speaker Series

New Business: Program committee

Discussion led by Brad

At the book sale, Brad talked to two Friends--Jen Miller and Melissa Beacham--who were both interested in being more involved. Brad recommends placing both on the Friends Program Committee, along with Nick Eastman, the former Treasurer.

New Business: Banner

Discussion led by Brad

Brad wants a 3' x 8' banner that we can use at all events--book sales, tabling, etc. Brad will email a few different layouts for board approval. Joseph recommends a tablecloth or skirt are better for tabling. The Library is looking into getting one as well, so maybe we can explore pricing together.

Gail moved that we buy two table skirts--one for the Logan Library and one for the Friends. Sally seconded. All agree.

Joseph will explore quotes from local vendors and coordinate with Brad.

New Business: Goals and objectives/focus

Discussion led by Brad

Brad sent out a series of questions via email about what we would like to accomplish as a group and what we'd like to do moving forward. Brad discussed

conducting a SWOT analysis--Strengths, Weaknesses, Opportunities, Threats--focused on the Friends. Brad would like to move on from our institutional PTSD and grow as an organization.

New Business: Social media presence

Discussion led by Sally

Sally would like to identify our target audience and start to interact with our people on a more consistent basis (e.g., weekly updates, major announcements, etc.). There are opportunities out there that we are not pursuing. Rachel Anderson would like to step down as our social media public relations person. Brad asked Sally to recruit someone (either a current member or someone outside) to coordinate with and delegate social media duties. Sally will also explore using social media as a non-profit organization.

New Business: Calendar

Brad already circulated an email with proposed executive meeting dates for the rest of the year. Almost all of his proposed meeting dates are the third Wednesday of the month. Based upon feedback from the rest of the board, Brad elected to hold meetings starting at 7 pm.

Brad reminded Sally that the sitting Vice President is in charge of the annual review of the Friends bylaws. He recommended putting together a committee including: legal council Chad Hutchings, Friends member Gail Yost, and Treasurer Gail Hanson.

Joseph said if we are holding an event, we should notify him as early as possible to reserve a room.

Next Executive Board Meeting - 7 pm, Wednesday, May 23

Next Quarterly Speaker Series - Wednesday, June 20, or Wednesday, July 18

Next Book Sale - either September or October

Next Annual Meeting and Officer Election - Wednesday, March 20, 2019

Open forum

Discussion led by Brad

Sally recommended doing something for Anne as a thank you for her year plus of service. Gail moved we spend \$10 on a gift for Anne, Sally seconded it. All agree.

Sally is going to pick up a \$10 gift card and Gail will reimburse her.

Joseph thought it might be a good idea for the Friends to co-sponsor events with the Logan Library. The upcoming Craft Conference would be an excellent opportunity. Brad said we could even do that in lieu of a July speaker. Joseph is going to explore advertising the event and we will discuss reimbursement next meeting.

Adjourn

Gail moved that we adjourn. Sally seconded. All agree.

8:37 p.m. April 25, 2018