Minutes of the Board Meeting

Friends of the J.R. Van Pelt and Opie Library
Thursday, March 7th, 2013, 4:00 PM

Present: Don Durfee, Eloise Haller, Amy Hughes, Kelly Luck, Mary Marchaterre, Kate Aho, Dana Richter, Ellen Marks
Absent: Deb Charlesworth, Karen Hubbard, Adrienne Minerick

Chairperson Amy Hughes called the meeting to order at 4:00 pm.

1) Minutes
   The minutes of the January meeting were reviewed and approved. Motion by Dana, seconded by Kelly to approve.

2) Treasurer Report (Kelly Luck)
   • Balance as of February 28, 2013 is $24,764.08
   • Sold 4 blankets at Winter Carnival and 4 more were bought by Annual Giving.
     Motion by Don and seconded by Mary to approve both treasurer’s reports. Passed.

3) Old Business
   a) Annual Winter Carnival Hot Cocoa and Book Sales: Reflections
      • A motion by Mary and seconded by Eloise to have Kelly spend about $34 on a card display rack. Passed. Deb had mentioned the need for a card display.
      • Kelly suggested that we track note cards in future sales.
      • Don will check if a secure laptop can be borrowed from ITSS for next sale. Then if someone wants to pay by credit card, they can use the gift web page. We can use this at our next book sale in April.
      • Our membership forms are obsolete (they were fixed by hand at sale). Katie Poulisse will be asked to create new forms.
      • Kelly sent out that 11 cans of hot chocolate were used.
   b) 2013 Annual Book sale: Tuesday/Wednesday, April 2-3, 2013
      • Amy passed around the signup sheet, she will email it out.
      • Mary will contact Mary Mack about getting the membership list. We need to add anyone who has donated books to the list.
      • Mary will handle the table tents; can put them up in MUB multiple times (they remove them over weekend). Dorm cafeterias are not available.
      • On the 18th, Mary will drop off at the main office the flyers and ask they are put up two weeks before the sale.
      • Eloise will work with Katie Poulisse to make sure we have the signs needed for the sale.
      • Work bee is scheduled for Thu March 21st 3-5. Kate and Dana will ask students to help with the work bee.
      • After spring break, Ellen will have the 2 big sale signs put up on easels.
      • Faith will recruit students to help with the sale.
      • Kate will ask students to help with the sale.
c) **Date for 2014 Annual Book Sale**
   - Deferred till next meeting.

d) **Gifts to the FVPL thank you letter process**
   - Amy will ask for a list of donors from Mary Mack in the middle of April. It will be from Jan 1, 2013 till mid-April. She will send the list to Kelly. In the May meeting, we will then use our note cards to write the thank yous.

4) **New Business**

a) **Spring newsletter**
   - Erik will be asked to write about grants.
   - Ellen will write an article about Erik leaving.
   - Amy will write about the book sale.
   - Kelly will write about the hot chocolate sale.
   - Ellen will write about the new location of the book cart.
   - Ellen will write about the old scanner.
   - Ellen will write about the new scanner she plans to purchase.

b) **Art Committee**
   - Ellen would like the committee to be created.

c) **FVPL table/book sales at family Fun Day in SDC or Library (March 19)**
   - Decided to not hold one during this event.

d) **Location and design of the FVPL used book sale area (book cart)**
   - Ellen will move the book cart to the new location.
   - Eloise will work with Katie Poulisse to create a better sign.

e) **New scanner – Ellen**
   - Motion by Mary, seconded by Dana to purchase the new scanner at a cost of $6,800.

6. **Next meeting**
   - April meeting – discuss book sale.
   - May meeting - write thank you letters.

Next Meeting is Thursday, April 4, 2013
Meeting adjourned 5:05PM

Book Sale Committee = Dana, Deb
Budget Committee = Kelly, Don, and Dana
Audit Committee = Amy and Mary
Newsletter = Faith Morrison

Submitted by Mary Marchaterre