

President John Cotton opened the meeting at 10:02 AM. Roll Call per sign-in sheet on file. Donna Selvaggi and Donna Hill absent.

**Secretary & Treasurer Reports** - Financial Report to-date was read. Financial Report Approved as read. February minutes approved as read.

**Director's Report – Selina Gomez-Belosz**

The Big Idea/Big Impact Grant Open House was a wonderful event. The Library's new Outreach van, MOE is in the back parking lot. The new James C. Conlon Literacy Center and new periodical area are open for visiting. The newly donated Chromebooks have been received. Due to the computer donation the Library is now able to submit an additional grant to the LSTA (Library Services Technology Association) that will enable Youth Services to teach kids with computer coding-programming kits which are part of STEM (Science, Technology, Engineering and Math) projects.

The Library has opened up a Library Service Volunteer program. For interested volunteers it is a one application, process to gather volunteer needs and opportunities in one central location. Volunteers at the Library are needed for all types of help, one example being the removal of dots from the sides of books. There is not one contact – every department's desk has the ability to request help. Applications are at each desk (not online). Most volunteers will go through a very basic background check.

Library has switched to a new computer catalogue system. Patrons can sign-up for text and email reminders and alerts. Make sure your email is accurate and that messages not going to spam folder. Text messages come for an 800 number.

The newest major project – strategic planning for the next 3-5 years of our community needs. A small committee will be working on this. The process is being introduced at upcoming staff's in-service day. As patrons we might see survey's, discussion groups, and small teams looking into gathering information to build the plan with current information.

The Library will be closed for the staff in-service on Friday.

Please note that there is a parking map available (from the City) at the reference desk. We can distribute at more events and will do so.

The Friend's requested to add parking information to the library check-out receipt 'mix' of messages.

**Communication's Report - Laura Clemons**

**No requests for funding**

Mini-survey from volunteer fair – give back to Laura.

Meeting at Winfield – but during their story time is at the same time. Go during the good weather months. Keep same day. Make it later in the day and after May.

Lands End order not in yet. Laura will call you.

There are posters for distribution about upcoming events.

**Volunteers**

Volunteer Fair – Foundation sent a thank you and a survey for us to complete. Less attendance, gave out \$5000 of grants to 5 organizations at the end of the event. John thanked us for attending. as volunteers. Had 14 people sign-up to be Friends. The two Library Friends working together was nice. We need more of our Friends to volunteer for things.

**Program Committee (see attached report)**

Discussed why students need ‘personal hygiene items at the high school. Discussed which items they need more of for the Teens-helping-Teens effort.

Book Sale Discussion. It was decided to revise the schedule, but still only two days. Setup will begin Thursday at 9AM, Sale from 1-7. The Thursday sale will be considered the member’s preview sale. The Friday sale will be 10-4, with tear down beginning immediately at 4PM if not earlier. Remember that on Thursday, if not a member, can join that night for free if purchasing a bag of books. On Friday, at noon (or earlier if it looks slow) the dollar a bag sale will begin. If the sale begins earlier – ask the circulation desk to announce the change. The sign-up sheet will be revised. Also note, that rare/nice books will also be on sale on Thursday. This will be a separate table of books, priced at least \$5 each. Laura will figure out a method of tracking this sale to ensure pricing is properly done.

Open House March 22<sup>nd</sup>

Literacy Luncheons May 13<sup>th</sup> and Nov 11<sup>th</sup>

Book Fair April 27<sup>th</sup> and April 28 (no Saturday) Setup before and tear-down immediately after. Habitat schedule to pick up surplus books.

Unfinished Business None

Book Sales As per treasurer report.

Trips Let’s talk about a big bus trip in the summer with Laura – she will pick day based on bus availability on the 19<sup>th</sup> or 20<sup>th</sup>.

New Business

Adjourned – 11:15 Belinda Cindy Approved

Officers in attendance: John Cotton, Carol Bangsberg

Respectfully submitted,

Rose Kendall

## Friends of the Crown Point Community Library – Minutes of the 3/14/17 Meeting

### Friends of the Crown Point Library 3-7-17 Program meeting notes

High School Teens-helping-Teens group in desperate need of feminine hygiene products. Continue bringing all products. A Call-out for donations has been included in our open house invitation.

Barb Standish will supervise kitchen supplies for the next year. We have ordered everything we would need for the entire year and stocked the shelves. The Staples order came in overnight as expected. An online, Staples account has been setup for Friends as a non-profit, non-taxable organization. Rose/Barb will put everything in the cart we need to purchase and then Laura will open and pay with Library visa. We will ask for a backup person to assist her. We also ordered 30 tableclothes. Ivory. Vicky Klein will wash and put in a bin to store at the Library (see Laura for the spot)

Friends Open House, have labeled and will stamp 245 postcards and send out next week. A Call-out for Teens-helping-Teens donations has been included in our open house invitation.

The plans for the Open House are (March 22<sup>nd</sup>, 5-7 pm. Volunteers to arrive 4:30 / 5:00 and stay to cleanup)

- Harpist in the center meeting room with chairs
- Purchased refreshments in the back area. More than just cookies – we will order a few appetizers – cheese and crackers – finger food. Little plate and napkins. Small cookies. Coffee and lemon-aid. If we do nuts, serve in small cups. (2-3 volunteers)
- Sign-up and check your Friends data in the 1<sup>st</sup> meeting room – 2 volunteers
- Lay out tea-table and book sale table to publicize events and ask for volunteers. Take Reservations for May Luncheon. (1 volunteer per)
- Will put out the Friends booth with handouts (1 volunteer)
- Photo Booth for selfies – everyone does it on their own – (1 volunteer)
- We will do the wheel – with answers that everyone can answer – we will have bookmarks and handout Bi-Centennial Pamphlets. (1 v)

Volunteer Fair: We used new spinning wheel questions – they went over well. Handing out the children's books was a good idea. Need to have candy there next year. Have Friends pads of paper, pencils and pens, have kids books for give aways. Handouts included- Library Newsletters and Color Coded Friends Membership Applications. If we don't have more Friends volunteers next year – we need to decide whether or not to attend.

Spring Luncheon - Rose contracted The Tea House as speaker. He will bring tasting material. Theme will be Downton Abbey since Library has props. Rose will contact Sips and Fahrenheit. Ticket sales begin April 1<sup>st</sup>. Offer tickets at \$25.00 if purchased before April 15. Until May 5<sup>th</sup> \$27.50. Limited tickets available (prob 60). We need a basket promoter – Vicky said she will help. We need a decorating committee. Consider a 50/50 raffle. Need to line-up the high school help. Need to ask at RSVP time – reserved tables of 6 are available.

#### Updates after meeting:

Sips has agreed to cater and bring dishes. Without servers Sips is approx. \$12. If we have to hire servers it will prob be closer to \$16/plate.

High School culinary group has been contacted to volunteer to help reduce cost.

Cindy Beckman has volunteered to decorate

Tableclothes have arrived and were used at the Outreach Grant Open House.

Rose and Laura discussed taking early RSVP at the Friends Open House. Ticket sales begin April 1<sup>st</sup>.

Fall Luncheon – author Bandstand Diaries. Update: We have reserved and waiting for a contract from Sharon Cutler for “Bandstand Diaries”. Waiting for something in writing for \$150. Nov 11<sup>th</sup>.

Summer bus trip – no definite plans yet. People have mentioned to Laura that they would like a Chicago summer trip. The program committee would like to propose a trip June 19<sup>th</sup> or 20<sup>th</sup>. Still would like to discuss a small bus specialized trip.

Table Clothes. Bought and available – for \$180.80 plus shipping. Actually bought 30.

Volunteers should sign-up on March 14<sup>th</sup> for (today or check book at the Circulation desk) Open House / Book Sale / Literary Tea

Japanese Guitarist – April 24<sup>th</sup> - ambassadors to set table and cleanup

Respectfully submitted – Rose Kendall