

MEETING MINUTES

MEETING: Friends of the Library (FOL) (South Cheatham County)

DATE AND TIME: March 7, 2023; 6 p.m.

LOCATION: South Cheatham County Library Event Room

ATTENDEES: Kandace (Kandy) Kapanka – President, FOL
Lana Foster – Treasurer, FOL
Charlie Silliman – Secretary, FOL
Sara Schultz – Director, South Cheatham County Library
Mary Jo Smith – Staff Member, South Cheatham County Library
Jack Kapanka – Vice Chair, Cheatham County Library Board of Trustees
Peggy Beach
Kari Panter
Shirley Gogliotti

PREPARED BY: Charlie Silliman

ITEMS OF DISCUSSION:

Old Business

Agenda Item 1.

Lana purchased a wooden donation box from Amazon for \$39.32. This is to be used at events for donations for the FOL, book sales, and left at the circulation desk for donations. It will need to be emptied and logged each day and the money will need to be locked nightly in the Director's office.

Additional Notes:

There was further discussion about pricing, accounting methods and practices, and Venmo accessibility. Lana will contact the bank to learn more about the possibilities of using Venmo.

Agenda Item 2.

What was the Yorkshire Deli estimate for a high tea in the spring for Thanks for Giving?

Additional Notes:

Some history of the event was discussed. The Yorkshire estimate included a \$250.00 setup fee and higher than normal per person/service cost. A motion was made by Lana not to use Yorkshire for the catering at this time. The motion was seconded by Kandy. After a vote, the motion was passed.

New Agenda Item:

Jack distributed handouts showing a potential site for a new South Cheatham County Library near Harpeth High School and, for comparison, the existing footprint of the site that contains the Ashland City Library/Health Center/Veterans Memorial. There was much discussion about the potential site and possible uses. The board of Trustees will continue to work on a proposal to be presented to Alexander Turner Properties, the owners of the parcel.

Agenda Item 3.

Kandy and Lana decided on book costs and Lana made signs for the book sale cart. Sara was working on clearing a cart for books.

Additional Notes:

It was decided that a single book would cost \$1, an audio book would cost \$3, and a bag of books would cost \$5. It was mentioned that donations of books would be accepted quarterly instead of anytime because of storage issues, etc. The process of selling excess books to McKay's was discussed.

Agenda Item 4.

Sara made new sheets for the circulation desk to track money coming in for donations, renewals, and book sales separately.

Additional Notes:

A receipt book has also been added to the accounting process.

Agenda Item 5.

What budget needs to be approved for food and drink at the Kid's Art Show on April 14th?

Additional Notes:

After some discussion, it was estimated that 100 guests might attend the event. Lana made a motion that \$200.00 would be budgeted for the event. The motion was seconded by Kandy. After a vote, the motion was passed. Sara will contact the park about borrowing easels for displaying artwork and will ask the PTO about donations of paper goods, etc. for the event.

There was a discussion about voting procedures and who is eligible to vote on motions proposed. (During a phone conversation between Lana and Charlie on March 10, this topic was discussed further. Lana indicated that this topic will be brought up again at a future meeting and clarified after further information has been gathered.)

Agenda Item 6.

Remaining canvas bags and 4th grade history book. What did we find and how do we want to hand out bags?

Additional Notes:

There are 5 book bags left. There was discussion about acquiring a new batch of bags with updated artwork on them. A tier system was discussed where a book bag and/or other items could be awarded to new FOL members who choose to pay an additional amount above the membership fee.

There was a discussion about additional ways (other than the library's website) in which information and news about the library could be accessed by the public. It was rumored that there may be an online "Kingston Springs Gazette" available in the future. Sara mentioned utilizing a new/updated bulletin board for posting events, calendars, schedules, etc.

Agenda Item 7.

Changing bank Account to First Financial Bank

Additional Notes:

After some discussion, it was agreed that no change will be made at this time.

New Business

Agenda Item 1.

What role does the FOL take in events and planning and what events are coming up that need FOL assistance within the library? Fitness event at Burns Park?

Additional Notes:

The purpose of the FOL was discussed. The primary goal is raising funds and using them to support library programs, events, special purchases, etc. Lana stated that the FOL currently has roughly \$61,000.00 (See Finances, Agenda Item 1. below) in the bank account. She mentioned that the FOL had a goal of raising \$4,000.00 per year and that \$2,000.00 of that would be used for the summer reading program.

There would be no need for FOL assistance with the Fitness event at Burns Park; Sara and another library staff member would be in attendance to provide library cards to new patrons, pass out flyers on upcoming events, etc.

Agenda Item 2.

New officer nominations, Secretary, if Charlie Silliman is in attendance.

Additional Notes:

Charlie Silliman spoke briefly and indicated his willingness to serve in this capacity. A motion was made by Kandy to appoint Charlie Silliman to the position of Secretary of the FOL. The motion was seconded by Kari. After a vote, the motion was passed.

Agenda Item 3.

Adding new members to the circulation desk and printing an up to date list of members for Lana before each meeting, to be added to the email list.

Additional Notes:

There was a brief discussion and general agreement.

Finances

Agenda Item 1.

For the month of February there were no deposits and an interest credit of \$11.80. At the end of the February the balance was \$61,481.65.

Additional Notes:

Lana mentioned being pleased by the increase of interest added to the balance due to the recent raises of interest rates.