

Friends of the Oscar Grady Public Library Annual Meeting
November 15, 2023

The meeting was called to order at 6:05 pm.

Attending: Gail Weigel, Chelene Golownia, Lynn Stark, Kay Goodwin, Lori Plutowski, Linda Herrick, Dale Herrick, Tom Wellnitz, Sandy Jacques, Emily Laws, Jane Connors-Geddes, Heidi Rettler

The minutes of the last meeting held on Aug. 29 were approved.

Heidi presented the financial report for Aug.-Oct. 2023 and the membership approved the report. The second 2023 book sale in the fall was successful.

Managing the Book Nook: FOGL is looking for volunteers to sort the donations collected in the downstairs' storage room. Emily will create a Sign Up Genius to get volunteers. Board members are working on the Book Nook and the storage room on Nov. 18 and will create a "how to do" sheet.

Where do book donations go? The two yearly book sales, Book Nook, Books & Bakery, and three Free Little Libraries. We are specifically looking for children's books. What does Saukville Elementary School do with their books being deaccessioned?

The Book Nook bulletin board will be hung up this week. Current FOGL news will be posted on the board. Heidi has the layout for the board and what goes on it.

Open board positions: secretary and treasurer. There are no candidates at this time. The current officers end their terms at the end of 2023. Lori made a plea to the members about the importance filling these positions. Here is a description of the FOGL Board Treasurer and Secretary positions with an estimate of the time required for each position.

Treasurer: The Treasurer is the primary manager and maintainer of the PWSB FOGL checking account, and handles all banking documents, receives the statements, and keeps the signature cards up to date. The Treasurer's duties include the following:

- Balance the checkbook per the statement monthly (15min)
- Collect book sale funds from the Circulation Desk monthly or as needed (15min)
- Deposit book sale funds as needed (15min)
- Write checks as needed (15min)
- Make withdrawals for book sales as needed (15min)
- File State of Wisconsin online tax-exempt status annually (30min)
- File IRS online tax-exempt status annually (30min)
- File non-profit annual report online with the Wisconsin Department of Financial Institutions (30min)
- Attend Board Meetings, Membership Meetings, and volunteer at FOGL sponsored activities.
- Keep the FOGL cash box, bank bags, and financial documents in order.

The monthly time commitment is one hour or less on average, with more time during the spring and fall book sales.

Secretary: The secretary's duties including the following:

- Record the minutes of all Membership meetings - approximately four per year. The minutes include names of members attending, discussion of topics on the agenda. Minutes are shared on the Friends Google Drive.

- Record the minutes of all board (Executive Committee) meetings - approximately four per year. The minutes include names of members attending, discussion of topics on the agenda. Minutes are shared on the Friends Google Drive.

- Send a copy of the minutes after the meeting to the Board by email for additions or corrections.

- Send a copy of the previous membership meeting minutes to all members by email before the upcoming membership meeting.

- Maintain a current list of FOGL members on Google Docs and share this list with the board via email. This sheet includes the member's name, address, phone, email.

Time spent: Besides attending the meetings (about one hour each meeting) and taking minutes, I spend about 30 minutes after each meeting writing and editing the minutes.

Updating the current membership list requires less than five minutes to add a new member. Computer and internet skills are necessary for this position.

We are hopeful that either a current Friend, or someone who reads about these positions will step up and assist us as these are positions that are really necessary to be filled. If you are interested, or know someone who may be interested in either of these positions, please reach out to Emily at 262.284.6022, Extension 5.

Free Little Libraries are being stocked by Sandy Jacques. We need to promote we are looking for used books - especially children's.

Books and Bakery donations are going quickly at the Ozaukee Food Alliance lunch. The project has also received donations such as: coloring books, puzzle books, children's pages, word search, etc. OGL literature is available at this event.

Fund raiser: Christmas Book Flood will be held from now until Christmas. Emily and the membership approved this project to raise money selling books. Heidi will get high school students to make up some packages of books for sale. The packs will be for sale from now until Christmas at \$5.00/package.

Heidi recommended that Library board members should sign up to be FOGL members.

The membership approved FOGL money to be used for two pass programs to offer to OGL card holders. Milwaukee Public Zoo passes will be offered by FOGL. The cost to FOGL is \$1,000 for two passes. We will offer two passes of the Superpass good for Cedarburg, Port Washington, Mequon and Grafton pools for the summer of 2024. Cost to FOGL is \$275 each. The total cost for the two programs is \$1550.

Spring 2024 book sale dates will be April 29-30 set up dates; May 1-4 sale dates. Three hour shifts each day will be offered for volunteers (end at 7:00 pm).

Next membership meeting Mar. 7, 2024 at 6:00 p.m.

Meeting adjourned at 7:20 pm.

Submitted by,
Linda Herrick, secretary