

**Friends of the Roseville Public Library  
Quarterly Meeting Minutes - APPROVED  
February 14, 2024**

**Erin Meeting Room**

**1. CALL TO ORDER AND ROLL CALL ATTENDANCE**

Called to order at 7:03pm by Marie Cooper. Roll call attendance: Marie Cooper, Rose Coletti, Kristin Sides and Mary Gerstenberger (present, in-person) with Patricia Kelly (attending virtually via Zoom).

**2. APPROVAL OF MINUTES from November 8, 2023**

Make a motion to approve meeting minutes from November 8, 2023.

Motion (to accept) by Kristin Sides. Supported by Rose Coletti

Roll call vote: Marie Cooper (in favor); Rose Coletti (in favor); Kristin Sides (in favor); Patricia Kelly (in favor) and Mary Gerstenberger (in favor). Opposed - none; Motion carried for approval of minutes.

**3. REPORTS**

1. Treasurer:

\* Kristin provided updated and final copies 2023 calendar year and the the Sept 1, 2022 thru August 31, 2023 fiscal year results. She reviewed the most recent quarterly results (Nov. 9, 2023 through Feb. 14, 2024). The most recent quarter included \$2,670 in income, with the largest sources being \$317 in Kroger Rewards; \$215 in membership and \$2,116 in used book sales. Expenses for the quarter were \$4,023 with the largest expenditure being to the Library of \$4,000 for the purchase of K-5 books to be handed out to students during March 2024 Reading Month.

- \* Currently, the Friends' checking account balance is \$19,222 and the CD account is \$5,266.
- \* Signatures at the bank have not yet been updated as the bank indicated in December that the Friends' registration with the state of Michigan was out of date and needed to be renewed. Kristin followed up with the state of Michigan and they advised that this happens only once a year so the plan is to return to the bank sometime in March to proceed with these updates.
- \* There was no further discussion on the Treasurer's report.

Make a motion to accept the Treasurer's Report. Motion (to accept) by Rose Coletti. Supported by Marie Cooper.

Roll call vote: Marie Cooper (in favor); Rose Coletti (in favor); Kristin Sides (in favor); Patricia Kelly (in favor) and Mary Gerstenberger (in favor). Opposed - none. Motion to accept the Treasurer's report is carried/approved.

## 2. Membership:

- \* Rose reviewed the current membership counts which included 62 active members (lost 3 from last quarter) and 63 honorary members. She had sent two letters to those needing to renew memberships but received no responses.
- \* Discussed ways to grow memberships. Actionable items were:
  - \* Including a snippet about Friends' membership in the monthly Library newsletter (Rose to handle).
  - \* Allowing any Friends member to select one free book from the used book room, the first Monday of each month. This would require them showing their Friends membership card. (Needs follow up.)
  - \* Being present at upcoming community events such as the National Night Out in August and the Christmas Workshop held at the Library in December. We could have a table at these events, solicit memberships and/or donations plus host a raffle

and use entries as source for potential future Friends memberships. (Needs follow up.)

- \* Have Friends host one program or activity each quarter at the Library. This could increase awareness of the Friends organization and perhaps drive more participation/membership. We agreed to coordinate a follow up meeting in March with one of the librarians to programming brainstorm ideas. Meeting has been set for Friday, March 15th at 10am in the library's Commission conference room and will include board members plus librarian Leigh Romano.

Make a motion to accept Membership Report. Motion (to accept) by Kristin Sides; Supported by Rose Coletti.

Roll call vote: Marie Cooper (in favor); Rose Coletti (in favor); Kristin Sides (in favor); Patricia Kelly (in favor) and Mary Gerstenberger (in favor). Opposed - none. Motion to accept the Membership report is carried/approved.

### 3. Book Sale:

Committee member Deb reported that they completed trips to Clinton/Macomb and the Mount Clemens libraries to view their used book sale efforts. She shared a number of pictures of both locations and reported on some differences in size of areas utilized for used book sales, price differences compared to our pricing, how the books are organized and other observations. Based on these visits, there aren't any immediate recommendations for changing anything with our used book sale efforts. She also noted that they plan to visit the St.Clair Shores, Fraser and Warren libraries.

Make a motion to accept Book Sale Committee Report. Motion (to accept) by Rose Coletti. Supported by Kristin Sides.

Roll call vote: Marie Cooper (in favor); Rose Coletti (in favor); Kristin Sides (in favor); Patricia Kelly (in favor) and Mary Gerstenberger (in favor). Opposed - none. Motion to accept the Book Sale Committee

report is carried/approved.

#### **4. LIBRARIAN'S REPORT**

Jackie Harvey reported the following items:

- \* Completed the strategic plan last year and has been instituting many of the recommendations including starting more programs at the library. She reviewed some of the current and newer programs that have been implemented and shared the participation has been growing. She noted that with increased programming came increased needs for staffing and budget.
- \* No recent updates on the timing/calendar for the library renovations. But is planning on maintaining some level of library services during the project by utilizing space in the basement which is already set up and equipped as temporary workspace.
- \* The library's millage renewal is coming up in 2025 and will be on the August ballot. The plan is to only ask for a renewal, not any increase in the millage.
- \* Library staff is up to 7 full time staff members. Continuing to use part-timers as well but they experience a lot of turn over.

#### **5. UNFINISHED BUSINESS**

At November's meeting, a suggestion to look at the lighting in non fiction area of the used book sale room was made. Follow up was completed by Tracy/Jackie and they reported that there was no way to change the fixture itself and that the lightbulbs themselves were also checked. The suggestion was made that we consider bringing in a mobile light fixture. Jackie will check with the building person to see if there is anything available in house in terms of mobile lighting.

## 6. NEW BUSINESS

1. Making changes to the current donation envelope.

Discussion was completed on the suggested changes and Jackie will have one of her staff members make the updates and email around another draft.

2. Approving any Friends documents in office file drawers that should be put in the Friends collection archives.

This was completed by Rose, Marie and Kristin on Wednesday February 14th.

3. Discussed the upcoming May board meeting and election.

- \* Marie announced she would not be running for President again, nor for the board.
- \* Rose announced she would not be running for Vice President and Membership person.

There was discussion about how to recruit new people to the board. Jackie suggested that we do some outreach to those people who were interested last year. Patricia agreed to do the follow up calls with these people and Jackie will provide her with the details/contact information.

Jackie mentioned she was needing to fill two Library board commissioner positions.

Discussed setting the May meeting date. Jackie was going to look at the schedule for the Erin Meeting Room and give us some dates that are available in late April and early May. Then we will decide on the date for the meeting.

## **7. ADJOURNMENT:**

Motion made to adjourn the meeting at 8:55pm. Motion (to accept) by Kristin Sides; Supported by Rose Coletti;

Roll call vote: Marie Cooper (in favor); Rose Coletti (in favor); Kristin Sides (in favor); Patricia Kelly (in favor) and Mary Gerstenberger (in favor). Opposed - none. Motion to adjourn is carried/approved.

Next Meeting: TBD (May ?? , 2023 at 7:00pm)