

Revision Approved 03/17/2022
Approved 02/21/2022
FRIENDS OF EPLS KEYSTONE
Meeting Minutes
Thursday, January 20, 2022, 6:30 p.m.
LaGrange Village Municipal Building
(Book Sorting Room)

Members Present

Patti Baker; Kathy Burrer; Eileen French; Sylvia Hack; Anita Jones; Mary Karleskint; Cindy Klinect; Debby Krejsa (Keystone Branch Manager); Sue Lewis; Aaron McElwain; Kathy Runser (Deputy Director, EPLS); Jennifer Starkey (Director, EPLS); Iris Tewksbury; Wendi Zwaduk

CALL TO ORDER

Aaron McElwain, 2021 President, called the meeting to order at 6:30 p.m.

Approval of Minutes from December 17, 2021 Meeting – Mary Karleskint, Secretary

Kathy Burrer motioned to approve the December 17, 2021 minutes. Wendi Zwaduk seconded the motion. Vote on the Motion: Unanimous Approval.

Nomination and Election of Officers – Committee for Election of Officers

President Elect for 2022

Cindy Klinect nominated Wendi Zwaduk to serve as President of the Friends of EPLS Keystone Branch. Kathy Burrer seconded the motion. Vote on the Motion: Unanimous Approval. Wendi Zwaduk was elected as President of the Friends of EPLS Keystone Branch.

Vice President Elect for 2022

Cindy Klinect nominated Kathy Burrer to serve as Vice President of the Friends of EPLS Keystone Branch. Wendi Zwaduk seconded the motion. Vote on the Motion: Unanimous Approval. Kathy Burrer was elected as Vice President of the Friends of EPLS Keystone Branch.

REPORTS

President Elect for 2022 Report – Wendi Zwaduk

None at this time.

Vice President Elect for 2022 Report – Kathy Burrer

None at this time.

Chairman of Membership Committee Report – Kathy Burrer

Kathy reported that she updated the annual membership letter. She will share it with the Friends for their review and approval. Wendi reported that we have 15 Lifetime Members, 30 Yearly Members, and 9 Corporate Members (2 which are Lifetime Members). We have a total of 52 members for the beginning of this year.

Treasurer's Report – Iris Tewksbury

Iris reported that the treasury balance at the end of December 2021 was \$30,370.27.

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Projected Budget for 2022 – Wendi Zwaduk

Wendi drafted a projected budget for 2022. Copies were distributed at the meeting. The Friends reviewed the projected revenues and expenses. Recommended adjustments were made to revenue line items Books Sale and Books and Brunch, and expense line items Building/Equipment Use Donation; Library Programs, Equipment, Supplies; and Library Beautification.

Note: There was discussion among the Friends of increasing the donation amount given to the LaGrange Village Municipal Building for room usage for book sorting, book storage, and book sale (in their gymnasium). The Friends agreed to donate \$50.00 a month to the Village instead of \$90.00 quarterly starting in the month of January 2022.

Wendi will incorporate the recommended adjustments to the projected budget. The Friends felt it was best to vote on a finalized budget at their next monthly meeting in February.

Sunshine Committee Report – Linda Chapin

Wendi reported for Linda in her absence. Get well cards were sent to Linda Chapin and Iris Tewksbury.

EPLS Director's Report – Jennifer Starkey

Jennifer Starkey, the new EPLS Director, reported that she is meeting a lot of library associates and patrons, while absorbing and learning a lot. There was a short period of time (one week) when the EPLS libraries had to switch to curbside and drive through service due to staff shortages in different library locations. The library branches did reopen to the public but with shorter weekly hours (10:00 a.m. – 6:00 p.m.) on a temporary basis through the month of January and February. The branches will be back to their normal business hours on February 28, 2022. They will return to some of their programs after February 5, 2022. EPLS is focusing on other options for their patrons. The new EPLS Central Branch received new “hold lockers” like the ones at the Keystone Branch. EPLS also provides “Wonderbooks” which are books with text and matching audios.

Debby Krejsa mentioned that she will have a key to the Keystone Branch for the Friends library meeting in February so they can use the meeting room there instead of the sorting room at the Village Municipal Building.

OLD BUSINESS

Update on 2022 Charter License Renewal – Wendi Zwaduk

Wendi reported that the Charter License Renewal forms are complete and just need the President's and Treasurer's signatures. The renewal is due on February 3, 2022. The cost of the license is \$50.00 and the license will be good for five years.

Update on Membership Tree – Aaron McElwain

Aaron brought in the finished tree trunk to the meeting tonight for the Friends to view and approve. The only thing left to do is to compare the current leaves with the updated membership list and

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order more member leaves. The Friends were pleased with the tree trunk. Wendi suggested placing the previous membership tree in the Friends Office.

Book Storage – Wendi Zwaduk

Wendi reported that the book storage room is empty. We do have some materials in the sorting room and in the Friends Office at the library, but those materials will not be sorted until the month of March.

Monthly Book Nook Book Club Snacks – Wendi Zwaduk

Wendi reported that the Friends will continue to sponsor the snack for the monthly Book Nook meetings this year. She will contact IGA for the month of February and K'n'J or Cawley's Confections for the month of March.

Books and Brunch Spring 2022 (Saturday, April 23, 2022) – Wendi Zwaduk

The Friends agreed to keep the 2020 ticket price of \$12.00 for the 2022 event. At this time, we don't know how many tickets will sell or how large of group will be allowed for the event due to the Covid restrictions on large gatherings. Wendi and Cindy will meet with the Lagrange United Methodist Church representative to discuss the requirements. Wendi asked the Friends for Volunteer Chairs for the following committees: decorating; publicity; menu/food/kitchen; ticket sales; set up and clean up; and raffle baskets. Some of the Friends indicated interest in helping out on the committees. Wendi will put a list together of the volunteers and will email it to the Friends. The theme for this year's books and brunch is "Where the Journey Leads".

Advertising for the Keystone Library Branch – Facebook Page – Wendi Zwaduk

Wendi reported that the revised library hours for the month of January were posted on the Friends Facebook Page. The latest happenings at the Keystone Branch (new materials and featured books) were also posted for this month. Information on becoming a Friend of the Library was highlighted as well. For the month of February, there will be a posting related to Valentine's Day.

NEW BUSINESS

2022 EPLS Friends Keystone Library Calendar of Events - Draft

Wendi Zwaduk drafted a proposed Calendar of Events for 2022 and reviewed it with the Friends at tonight's meeting. The Friends were pleased with the proposed calendar.

ADJOURNMENT

Iris Tewksbury motioned to adjourn the meeting. Sue Lewis seconded the motion. Vote on the motion: Unanimous Approval. Wendi Zwaduk, President, adjourned the meeting at 7:55 p.m.

Respectfully Submitted by Mary Karleskint, Secretary 01/26/2022