Members Present

Kathy Burrer; Marcia DeJonge; Eileen French; Linda Gribben; Jen Harmon (Marketing and Communication Director, EPLS); Barbara Harper; Cindy Klinect; Debby Krejsa (Keystone Branch Manager); Marilyn Offenberg; Jeff Ostron (guest); Paula Pietch; Kathy Runser (Deputy Director, EPLS); Marianne Sommerfelt; Jennifer Starkey (Director, EPLS); Wendi Zwaduk

CALL TO ORDER

Wendi Zwaduk, President, called the meeting to order at 9:33 a.m.

Approval of Minutes from October 20, 2022 Meeting

Kathy Burrer made a motion to approve the October 20, 2022 minutes. Debby Krejsa seconded the motion. Vote on the Motion: Unanimous Approval.

REPORTS

President’s Report – Wendi Zwaduk – Wendi reported on the following items:

Friends of EPLS Keystone Annual Holiday Breakfast Meeting – To take advantage of our hometown library conference room and their kitchen facilities, the Officers thought it would be nice to hold the Friends annual holiday breakfast meeting at the Keystone Branch. This way the Friends could treat their wonderful library staff to breakfast. Wendi thanked the Friends who made the delicious food for the breakfast meeting.

LaGrange Village Christmas Parade - Wendi thanked the Keystone Library Staff for manning the EPLS Bookmobile for the LaGrange Village Christmas Parade that took place the first Sunday in December.

School Supplies Backpack Giveaway Refresher – The end of December, the Friends will be holding another backpack giveaway to refresh schools supplies for the Keystone Elementary and Middle School children. Abundant school supplies left over from the August giveaway will be used in the backpacks.

Vice President/Membership Report – Kathy Burrer

Kathy reported that the Friends received a new membership at the Book Sale, and he will be joining the Friends the start of 2023. The Friends also received one yearly membership renewal for 2023. We now have 36 yearly members; 20 lifetime members; and 9 corporate members; for a total of 65 members. Kathy is in the process of working on the membership letters for 2023.

Treasurer’s Report – Iris Tewksbury

Wendi Zwaduk reported for Iris in her absence. The treasury balance as of December 8, 2022 is $35.226.06. The Friends made $6,275.99 in revenue from the Book Sale Event from the following: Book Sale ($5,616.00); Donations ($204.80); Raffle ($435.00); Membership ($20.00).

Sunshine Committee Report – Linda Chapin

Nothing to report at this time.

EPLS Director’s Report – Jennifer Starkey

Jennifer Starkey reported that the town directional signage to the Keystone Library Branch were hand delivered to the LaGrange Municipal Village. This week they will be mapping out the locations for installation of the signs. The Keystone Library outdoor lockers will be moved to the front of the building.

OLD BUSINESS

Feedback on Christmas Tree Lighting Event (December 1, 2022)

Wendi Zwaduk reported that approximately 20 people (parents, children, Friends, and Library Staff) participated in the Christmas Tree Lighting Event. The Christmas tree was lit up at 6:30 p.m. and livestreamed on the Friends Facebook page. The children enjoyed the refreshments of cookies and hot coco, and played games with the library staff.

During the event, the Friends presented the Keystone Library Staff with a thank you basket of goodies donated by the Friends. The Rural Urban Record photographer was present to take a photo and then published it in their Christmas edition of their newspaper.

Book Collection and Sorting – Wendi Zwaduk

Wendi reported that there are some books in storage and they will remain there to be sorted and categorized for the next Book Sale in 2023. The Friends Books Sorting Crew will review categories for removal or additional purposes to enhance the sale.

Feedback on 2022 Fall Book Sale (November 14-16 Set Up; November 17-20 Sale) – Wendi Zwaduk

Wendi reported that the Book Sale had over 10,000 books and approximately 3,000 other items (Cds, DVDs, games, puzzles, and vinyl records). The Friends started setting up on Monday, November 14, 2022 with completion the end of Tuesday, November 15, 2022. Wendi thanked the following individuals and groups for their help and donations: Jack DeJonge; Jane Fitzhugh; Dave French; Tim Geisel; Roger Klinect; John Offenberg; Debbie Wahl; IGA (paper bags), LaGrange Hardware (tables), Country Roads Mercantile (raffle basket); and Penfield Quilters (raffle basket). A cookie tray was delivered to the Village Municipal Building for use of their gymnasium during the book sale.

Wendi shared the following feedback on the Book Sale Event:

Positive Outcomes

Neatness of Book Sale

Visibility of and Easy-to-Read Book Categories and Directional Signage

Moveability with Wide-Open Spaces

Comfortably Warm Facility

Close Proximity of Bathrooms

Well Advertisements on Facebook, Rural Urban Record, and the Elyria Chronicle Telegram

Needs and Changes for Improvement

Cash boxes with dividers for individual monetary denominations to keep bills orderly

Sign indicating name to make checks payable to

Couple additional signs listing prices

Poster-size sign advertising the A-Z Author Section

A few folding Chairs for shoppers to sit and rest

Signage at the corner of the LaGrange Baptist Church directing patrons to the book sale

End sale at 4:00 p.m. on Saturday (instead of 5:00 p.m.)

Ask the Village Municipal Building to keep the gymnasium doors closed until 4:00 p.m. the Thursday of the book sale to keep booksellers from entering too early

Reprint bathroom signage

Place signage of book sale hours on doors early the morning of Thursday’s sale or the evening of Wednesday before the sale to deter shoppers from arriving too early for the Thursday sale

Advertisement for the Keystone Library Branch – Friends’ Facebook Page – Wendi Zwaduk

For the months of November and December 2022, Wendi shared and posted informational items on the Keystone Friends and EPLS Facebook page of the Friends Tree Lighting and Book Sale events.

NEW BUSINESS

Seeking Treasurer for 2023-2025

The Friends are still seeking a new Treasurer for the term 2023-2025.

ADJOURNMENT

Kathy Burrer motioned to adjourn the meeting. Marianne Sommerfelt seconded the motion. Vote on the motion: Unanimous Approval. Wendi Zwaduk, President, adjourned the meeting at 9:52 a.m.

Respectfully Submitted by Mary Karleskint (01-12-2023)