

Approved 02/16/2023
FRIENDS OF EPLS KEYSTONE
Meeting Minutes
Thursday, January 19, 2023, 6:30 p.m.
EPLS Keystone Branch

Members Present

Patti Baker; Kathy Burrer; Anita Jones; Mary Karleskint; Cindy Klinect; Sue Lewis; Paula Pietch; Marianne Sommerfelt; Jennifer Starkey (Director, EPLS); Iris Tewksbury; Wendi Zwaduk

CALL TO ORDER

Wendi Zwaduk, President, called the meeting to order at 6:31 p.m.

NOMINATION AND INSTALLATION OF OFFICERS

Treasurer (2023-2025)

Kathy Burrer made a motion to nominate Patti Baker as Treasurer for 2023-2025. Anita Jones seconded the motion. Vote on the Motion: Unanimous Approval.

Secretary (2023-2025)

Kathy Burrer made a motion to nominate Mary Karleskint as Secretary for 2023-2025. Anita Jones seconded the motion. Vote on the Motion: Unanimous Approval.

Approval of Minutes from December 15, 2022 Meeting

Marianne Sommerfelt made a motion to approve the December 15, 2022 minutes. Kathy Burrer seconded the motion. Vote on the Motion: Unanimous Approval.

REPORTS

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

- EPLS Friends of Keystone Annual Holiday Breakfast Meeting –Wendi thanked the Friends who were able to attend the meeting and those who provided food for the Annual Holiday Breakfast Meeting. Wendi also thanked the Friends for the sweatshirts, gift card and chocolates. When the Friends hold their December 2023 Holiday Breakfast meeting, we may hold it again at the Keystone Library since it turnout out so well.
- Friends of EPLS Keystone Goals for 2023 – Wendi listed the following goals for 2023: Streamlining the Book Sale; Holding the Author Event in conjunction with the Keystone Library Writers Guild; Increasing notice of Friends on social media with the help of the EPLS Keystone Library.
- 2022 Seed Library – Wendi reported that statistics indicated that 162 library patrons checked out approximately 810 packets of seeds last year!

Vice President/Membership Report – Kathy Burrer

Kathy reported that there were no new memberships since the Book Sale. The 2023 membership letters to join the Friends have been written. She sent them to Jen Harmon (Marketing and Communications Director) to be printed. EPLS also printed for us new membership brochures that include a photo of our new Friends' membership tree. Kathy passed around the new brochure. Kathy has envelopes and stamps for the mailing. Kathy will be working on getting the membership letters and brochures mailed out in February.

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Treasurer's Report – Iris Tewksbury

Iris reported that the treasury balance at the end of December was \$35,153.10. Since that time, checks were written for the town directional signage and posts (for the Keystone Library Branch) and the quarterly rental fee (for the sorting and storage rooms at the LaGrange Village Municipal Building).

Sunshine Committee Report – Linda Chapin

Wendi reported that she sent flowers to Linda Chapin on behalf of the Friends. Wendi also reported that Ray Dill had a fall at home. Linda Chapin will try to contact him.

EPLS Director's Report – Jennifer Starkey

Jennifer Starkey thanked the Friends for funding the town directional signage and posts for the Keystone Library Branch. The LaGrange Municipal Village has possession of them and will be putting them up sometime soon. EPLS is in the process of acquiring a shed for the Keystone Branch. The laying of the concrete slab is being held up. The shed does have a joist that can be placed on cinder blocks. EPLS may be able to have the shed up by spring time. EPLS is working on moving the Keystone Library outdoor lockers from the drive thru to the front of the building. They are waiting for the electricians to do the rewiring of it.

EPLS has a couple funding requests from the Friends.

- Seed Library

EPLS is eager to be able to offer the Seed Library again this year at the Keystone Library Branch. They are asking the Friends to help fund \$500 worth of heirloom seed packets. Jennifer passed around a price sheet listing local varieties of seeds.

Cindy Klinect made a motion for the Friends to fund the Seed Library project. Patti Baker seconded the motion. Vote on the Motion: Unanimous Approval.

- Display for Small-Bind Children's Books

The South Branch Library has been experimenting on different ways to display their small-spine children's books. They would like to purchase flexy display folders to front-face those books. It will cost \$1,279.96.

Paula Pietch made a motion that the Friends purchase the displays for \$1,279.96 plus cost of shipping. Cindy Klinect seconded the motion. Vote on the Motion: Unanimous Approval.

OLD BUSINESS

Feedback on School Supplies Backpack Giveaway Refresher in December – Wendi reported that there were only nine entries for the raffle. This was the first time the Friends held a refresher in December. We will make a determination next time whether we hold it again. A picture of the winner with family members was taken by the parent.

Book Collection and Sorting (to start in March)– Wendi Zwaduk

The Friends are receiving donations from the public though they are not collecting at this time. The Friends Book Sorting Crew moved the donations from their office in the Keystone library to the sorting room on January 15, 2023. Books left over from the November 2022 Book Sale were moved back to the sorting room and will be included in the Fall 2023 Book Sale. Anita Jones indicated interest in

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categorizing the cookbooks. The Sorting Crew will determine if there is room in the sorting room to categorize them.

2023 Fall Book Sale – Wendi Zwaduk

The Friends are in need of three new cash boxes for the 2023 Fall Book Sale – Two for the sales and one for the basket raffle. Wendi passed around a price sheet on the cost of two suggested cash boxes. Both types are the same price and shipping is free.

Kathy Burrer made a motion that the Friends purchase three cash boxes that have the extra slot in the back of the box. Sue Lewis seconded the motion. Discussion followed. Paula Pietch amended the motion so that the three cash boxes not exceed the cost of \$25.00 each (allowing for tax). Anita Jones seconded the motion. Vote on the Amended Motion: Unanimous Approval.

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

In the month of December, Wendi advertised the Friends Tree Lighting and School Backpack Giveaway Refresher on the Keystone Friends and EPLS Facebook page. Wendi will be placing the content of the Read-Across America on the Friends Facebook page to promote use of the Keystone Library.

Jen Harmon (Marketing and Communications Director) contacted Wendi regarding a request from the Keystone Elementary PTA. They would like the Friends to provide a free book at the 2023 Fall Book Sale to students who have participated in the Read-a-Thon sponsored by them. Jen will print the bookmark-type coupons for the PTA to hand out to the students for them to present at the Fall Book Sale for their prize in reading.

If any of the Friends are interested in helping Wendi with advertising or are interested in taking over the position, please contact her.

NEW BUSINESS

Approval of 2023 Friends of EPLS Keystone Library Calendar

Draft copies of the 2023 Friends of EPLS Keystone Library Calendar were emailed to the Friends on January 12, 2023 and were also distributed at tonight’s meeting. Wendi reviewed the 2023 Calendar with the Friends. Kathy Burrer made a motion that the Friends accept the 2023 Calendar. Marianne Sommerfelt seconded the motion. Vote on the Motion: Unanimous Approval.

ADJOURNMENT

Kathy Burrer motioned to adjourn the meeting. Sue Lewis seconded the motion. Vote on the motion: Unanimous Approval. Wendi Zwaduk, President, adjourned the meeting at 7:27 p.m.

Respectfully Submitted by Mary Karleskint (01-22-2023)