Friends of the Crown Point Community Library – Minutes – October 13, 2015

Vice President John Cotton opened the meeting at 10:00 AM.

Secretary & Treasurer Report: Beginning Balance $17, 122. 29 Gaming Account $50. Ending 17,780.62. The Secretary's Report and the Financial Report were both accepted. No further discussion.

Literary Luncheon

Still need volunteers.

Centerpieces will be door prizes.

Library Director Report:

Lake County library had in-service meeting 10-12-15 which our Director attended.

The Web-site is still being built. New goal is to move setup to end of October - for sure by end of the year.

Tech-services position is still open. Have a couple good candidates.

Budget update information. Budget presented to board, county (government), public hearing, this month Board adopts the budget and then sent back to state for the final distribution. We are very conservative and our approach has worked out very well.

GATEWAY is the new electronic 'house' for these public documents.

For 2016 – Annual budget is about $7 million including Winfield.

> The library has allocated money for rent new space. for Winfield.
>
> Added more for professional development for training and skill improvement.
>
> More New Staff payroll dollars have been allocated for next year.
>
> New and improved databases, new program money allocated.
>
> Budget shows more accountability and detail
>
> Continuously looking at changes that will cause improved services. Greater efficiency and better customer service.
>
> Continue to make procedures easier and more understandable by staff in order to better serve the public.
>
> Staff will try to ask for monetary support from the Friends in a 'better fashion'. Library cannot pay refreshments. Refreshment are an important hospitality function of the Friends. A department may ask for up to $2000 annually and most performers cost approximately $400.

Great program – people in our community people are talking about what we do.

There is a page position open. Will be hiring for Winfield fairly soon.

We have some offers on the 'old' library. Will be discussed at the next board meeting. Money from this sale will come back into the Library accounts. Hopefully we will be able to use to renovate the Winfield space. We don't have money in the 'TAX' budget to renovate Winfield, we have funds set aside, the majority of the sale money will go towards Winfield. County has approved this thought.

Friends of the Crown Point Community Library – Minutes – October 13, 2015

Program/Laura Report

Financial Requests

Performance: Sunday 11/15 2PM MoBeatBlues - $50 for refreshment requested. Donna Hill: Motioned, Rose Kendall: Sconded. Motion: Approved Hostess Marie Cooper (1:30) and

Youth Service: Renew their TumbleBooks. Online $698.60. This replaced the old tree story phone. Donna Hill: Motioned, Carol Bangsberg: Seconded. Motion: Approved

Youth Service: 16 x 16 Five Acrylic Cubes. $69.50 each with shipping $405.90 Rose Kendall: Motioned, Donna Hill: Seconded. Motion Approved.

Mini-Golf – Saturday April 16 10-3, during National Library week. Last year we sponsored a decorating contest for the schools 1st $300, 2nd $200 and 3rd $100. Put in the budget for next year. There will a family fun zone which she may ask for another sponsorship. Wins are based on 'players' votes – GREAT Publicity! Carol Bangsberg: Motioned, Kristy Peterson: Seconded. Motion: Approved.

Book Sale– need a few more volunteers. Bob, Paul, Donna and Carol volunteered to help tonight

Literary Luncheon – sold 17 tickets so far! Lots of publicity –more posters are available for distribution. We will not cancel and we will pay the difference. Did send out to schools and senior homes. Menu has been slightly changed. Lasagna will be served.

Chicago Bus Trip Thursday 12/3 is the Chicago bus trip. Tickets at the circulation desk. Go on sale 1st week of November 9AM departure from the Sportsplex. Go to and pickup at Macy's State street. If we will fill bus, will automatcilly get a second bus.

City Council Meeting November 2nd 7 pm at City Council Meeting – we are invited – will draw for the scavenger hunt winner. Laura will be there. Who would like to rep the Friends. Statues were a big hit. Donna S will go with Laura, probably also Marie Cooper

Julie Wendorf OUTREACH

Trent Pently event went well.

Ghost Stories this week Thursday.

Library sign-up month, with a little promotion adding 40 kids.

Book Apothecary – readers advisory event. Sharing who/what we like to read.

Book group in conjunction with a business owner "Blue Pear' meet in the store. An Outreach event, trying to catch a different audience.

Movie attendance has been going up – promoted at the Farmer's Market.

Julie will have a request NEXT month. DIY Spa – continuing program for scrubs, soaps etc. Making things for adults – in November – she will ask for some supply financing.

Winter reading for adults – request for small amount of money for January/February prizes.

Book Sale

Book Marks from the book sale that have been found in the books brought in. Will sell these for $0.25.

Friends of the Crown Point Community Library – Minutes – October 13, 2015

Old Business

New Business

Carol Bangsberg would like to continue the addition/purchase of book marks to the book sale. Laura Clemons will provide these for handout and sale. We will purchase supplies to ensure these are attractive and will help market the Friends organization.

Jane Butkus has resigned her position. John will be interim President.

Need a nominating committee setup for nomination of new officers to be voted on at the December meeting. Call for nominations in November – need a committee today. Laura and Donna will be on the committee and will call for nominations on the floor. Will have ballets prepared for December meeting.

Rose Kendall presented initial DRAFT of a proposed 2016 budget for input. Will update at next program committee meeting and return with a revision at next meeting.

Adjourned 11:17 AM Carol Bangsberg: Motioned. Luanne Horvath: Seconded. Motion: Approved

Friends of the Crown Point Community Library
Minutes – of November 10, 2015

Vice President John Cotton opened the meeting at 10:02 AM.

Secretary & Treasurer Report: Beginning Balance $17, 780.62 Gaming Account $50. Ending $17,385.11. The Secretary's Report and the Financial Report were both accepted. No further discussion.

Programming Requests

Laura: Selina would like the Friends to purchase live poinsettias for the front desk – up to $60 (two for circulation, one for reference). Carol Doty – moved to buy cards and use to purchase for delivery after Thanksgiving. 1st Donna, S. 2nd Vicky Klein Request Approved

Julie: "Bookclub To Go" kits. Two at main branch, one at Winfield Branch. Once used for library clubs, put into office for others to use and borrow for bookclubs in the community. Proposed to make it a library promotion by distributing the book in 'logo' bags. Request to purchase 25 bags for a total of $264.03 (less 10% discount). Goal is identify the program and promote the library bookclub service. Julie will also add a display in the library to publicize it to the public. Color is red. 1st Bob Sedlak, 2nd Judy Baron. Request Approved.

Julie: Friends requested to provide refreshments for the CPHS Choir, CPHS String Choir programs. We had previously approved that we will do refreshments at any musical event, of this type, sponsored by the library. No motion required

Julie: Friends requested to provide refreshments for Christmas in Chicago Program. 1st Carol Bangsberg. 2nd Bob Sedlak. Request approved.

Julie: Friends requested to provide $50 for chocolate/Food for Winter Reading, Jazz Trio Concert. Approved per prior agreement.

Julie: Reading awards for Winter Adult Reading Program. Drop in craft, scheduled crafts, some events, raffle prizes. Two $50 amazon gift cards (grand prizes) up to $140 for a total of seven weekly drawings (one main brainch and one Winfield branch). Cup with drink certificate. Total $240. It was motioned to provide her with $300, 1st Donna Hill, 2nd Vicky Klein. Request approved. .

Julie: Supplies for DIY Spa – class is full. This type of class promotes the 'maker' philosophy of the library - teaching how to do something. Motion for $300 1st Vicky Klein, 2nd Carol Bangsberg. Request Approved.

Program/Laura Report

December 3, 2015 Chicago bus trip. Will have two buses, need 2 volunteers to go on the trip as bus supervisor to ensure headcount. Vicky Klein is one volunteer. Leave at 9AM. Need an emergency contact. They will have the bus driver's phone number.

Book Sale

Have 42 boxes left – most likely be sent to "Second Life" resale shoppe.

Literary Luncheon

57 in attendance. $533 on the raffles. Will have a full report at next meeting . Profit is approximately $12/ticket.

New Business

Create year end reports. Joel Clemons will do the audit of the books. Will have it available as a tool for the future.

Friends of the Crown Point Community Library
Minutes – of November 10, 2015

Volunteer Sheets

Instructed on volunteer sheets use. Need a sign up sheet for DECEMBER 1st Christmas in Chicago.

Staff appreciation luncheon – propose that we do this on Friday December 11th. Selina has in-service training that day. Everyone will be there – a good time to meet us as Friends. It is catered and we bring deserts. It will almost 40 people. Motion to hold and provide food, 1st Carol Bangsberg, 2nd Bob Sedlak. Vicky and Rose and Belinda will do it.

Nominating Committee report

Donna, Carol Fisher, and Laura

Slate President – John Cotton, Vice – Donna, Treasurer Donna Hill, Secretary Rose Kendall

Any nominations from the floor. Carol Doty, 1st Judy Baron 2nd it – approved. Vote in December.

Council Meeting,

Attended by donna, Laura and John. Picked out 6 winners They can pick up prizes at circulation desk.

New Business

Acknowledge Lois for her work on the book sales – in the newsletter and at the staff meeting. She really prefers working alone, others have helped. The Board should do something.

General Idea: Create a plaque for services rendered - an appreciation award – that can last and can be kept for the future. Board will make a proposal and bring it back next time for their approval.

Need a gavel for the president to use.

Literary Luncheon – thank you – went well, no major complaints. Carol Bangsberg. there has been improvement each year with Cheryl's food service. Ran on time, food was delicious. It was easy to serve 'own table'.

Idea – 'To go Books" Library has some that we could sell. Laura to bring her supply to let us look at and we discuss in the future.

Friends will bake for the Christmas program – for 50 people. Make 2 dozen each.

OPEN House for the Friends – make it an outreach event – Laura will look into it and bring a proposal to the December meeting. No date yet.

December 8th is next meeting. Next Program meeting is December 1st.

DRAFT 2016 Budget

Rose Kendall presented initial DRAFT of a proposed 2016 budget for input. Will update at next program committee meeting and return with a revision at next meeting. She asked for input. Will present for approval in December. Call Rose if you have any additional input.

New Members

Belinda Bosch. Nick and Nicole Elischer.

Adjournment Adjourned 11:24. 1st Carol Doty, 2nd Judy Baron.

Friends of the Crown Point Community Library
Minutes – of December 8, 2015

Vice President John Cotton opened the meeting at 10:05 AM.

Additions to agenda: Budget acceptance. Slate Modification. Staff Luncheon. Website overview

Corrections to Minutes: None

Secretary & Treasurer Report: The Secretary's Report and the Financial Report were both accepted. Motions: 1st Donna Selvaggi, 2nd Bob Setlak. No further discussion. Will add financial reports and annual report to website when available and complete.

Director's Report – Selina Gomez Belosz

Thanks for the Staff Luncheon. Staff meeting goal was to train our staff. Next year Board of Trustees has approved two library closures in order to train all staff. Website is almost complete. Final budgets and annual reviews are in process. 2015 was about building new foundations and cleaning up. New sale of the library not totally 'inked'. Lease for Winfield is in review for final content. Sale of old library will off-set cost and expense of Winfield.

Programming Requests and Communication – Laura Clemons

Brenda Thompson $200 for Winter Reading supplies and refreshments. Motion 1st Jane Butkus, 2nd Donna Hill, Motion Approved. Also $100 for children's prizes. Motion 1st Carol Doty, 2nd Donna Selvaggi. Motion Approved.

Dicussion: Winfield is growing. We will see requests directly for Winfield due to changes in library budget structure in order to differentiate costs between the two libraries.

Program Committee

Bus Trip issue with 'missing bus' at the end of the event. In the future gather and have cell phone numbers for easier communications.

The CPHS choir event was cancelled. Dave Clark was available to move to that time.

Plan to have a Friends open house in January. Committee will start to work on this.

Future suggestions

Provide a Donation box at all Friends events.

Start to think about June trip (Oak Park, small museums, architectural tour, change site of Christmas trip.

Booksale

$5 piece items are selling well and will continue to price-up the better books. The donation to purchase ratio is 3:1.

Change in SLATE and 2016 Officer Election Rose Kendall unable to run for secretary due to conflict of interest guidelines from the ALA. A Fact Sheet on the topic was reviewed. Motion on the table to change slate to show Carol Bangsberg as Secretary, Carol B. accepted the nomination. Motion to approve the slate of new officers for 2016 1st Carol Doty, 2nd Bob Setlak. Approved. No further discussion. Officers will be President: John Cotton, Vice President: Donna Salveggi, Secretary: Carol Bangsberg, Treasurer: Donna Hill.

Good of the order and New Business

Jane Butkus will work with Laura Clemons to develop a Friends recognition system/award

Rose Kendall will help Laura Clemons review and update membership list. Will send out invitations to the open house.

11:25 Adjournment.

January 12 is the next meeting

Friends of the Crown Point Community Library – Revised Minutes – April 12, 2015

President Jane Butkus opened the meeting at 10:01 AM. President Jane Butkus advised that Bonnie St. John resigned as Secretary. Rose Kendall has been appointed to complete the remainder of the term.

Secretary & Treasurer Report President Jane Butkus read the Secretary's minutes. Treasurer Donna Hill amended the Feb-March financial report ($260+) and presented the March report with an ending balance of $15,090.40. The March financial report, as amended and both current reports were accepted as read.

Staff Requests The following motions were made, voted on and passed: Adult Summer Reading – Grand Prize - $75 Amazon card (Motion: Carol Doty, Second: John Cotton) and to give $100 to the Lego Club for additional sets of Legos (Motion: Paul Sills, Second: John Cotton).

Library's Report Laura Clemons reported that: Library week will include coffee and raffles; there will soon be a 2nd Monday Movie Matinee series; the recent blood drive resulted in 33 units and was very successful; there is a new Page and a new Youth Services Librarian. A "thank you and job well done" to Laura Clemons for setting up Barb Houk's retirement party. A thank you note from Barb was shared.

Book Sales **Semi Annual Sale**: *Second Life* has picked up all 50 boxes from the last sale and books have also been sent to Pendleton. A sign-up sheet for the upcoming sale was circulated to fill the last few volunteer slots. New members have been contacted and asked to participate. There are approximately 70 boxes of books to sell. Everyone was reminded that the sale begins April 22nd and to bring paper grocery bags. Anyone wanting to purchase books on the preview night must join the Friends.

On-going Book Sale: Last month's income was $700

Programming Committee Report Rose Kendall will replace Sharon Kersey on the committee. Donna Hill has created a form to capture ideas and track/report on all Friend's events. The form was circulated for input from the group. Carol Bangsberg will be joining the committee. The committee met and discussed a variety of potential program ideas including: Antique Road Show event with appraiser, American Girl Tea Party – "My Dolly and Me", Scrap Booking Event, Sports Night, Folk Lore Ballet, The Green Line – Mystery Author.

The remainder of 2015 events are: Tuesday May 19th Spring Concert 6 pm – Mr. Reed. Tuesday June 23rd Art Institute Bus Trip, Sunday September 20th Jim Bulanda-Sinatra Impersonator October Artisan Show of handmade items, Saturday November 7th Literary Luncheon and December Shopping Trip.

> The Artisan Show will be a Fundraiser. Participation will be limited to two presenters per craft. There will be table rental fees, a concession stand and a $1.00 entry / raffle fee. Tickets for the Bus Trip will go on sale May 26 for the June 23rd trip. 9:30 AM pickup leaving the Art Institute at 4PM to return. Buy tickets and make payment to the Friends at the Library circulation desk. Ticket sales were requested for the next Friend's meeting.

Literary Luncheon The church, speaker and caterer are all available on 11/7 Saturday. We will meet with the caterer to simplify the menu (pre-prep food). May consider going back to family style – with Friend Volunteers to help at each table. Will rent the table clothes. Jane Butkus has also negotiated a facility rental fee of $125. Jane explained the literary luncheon fundraiser as raffle baskets and a hot lunch held at the First Methodist Church. Basket donations will be discussed in August. The speaker is

usually an Indiana author that would be appealing to an audience of both men and women. This year the speaker is Professor David Murphy of Anderson University, his book was published in 2010.

Murder in Their Hearts – the Fall Creek Massacre is a story from the Pendleton Indiana area regarding a Native American Murder Trial. Professor Murphy will bring books to sign/sell for $10. This will be the first presentation of his book in our area. Ray Boomhauer recommended him. Costs $250 plus $50 travel.

Old Business Reviewed the hospitality team signup sheet. The hospitality team worked out well at the Adam Miller event. The instructions provided were 'great'.

Coat hooks were discussed for the Internet Café and Periodical room. Laura Clemons will ask if/where there is a need and determine if the Library will consider the installation and cost.

The Winfield Volunteer Fair was cancelled, but may try again in the fall.

The Crown Point High School event was a success and the Friend's will discuss participation when it comes up again next year – a Thank You and Picture from the Crown Point Community Foundation was shared.

Adam Miller – Bob Setlock gave a report. Bob felt it was an excellent event and reported that an acquaintance said 'do more – I really enjoyed it". 47 people showed up. Adam Miller also can speak about the Orphan Train and Lincoln. He does a school program – Laura Clemons was asked to let the school librarians know about him.

Harriet Beecher Stow – was also an excellent presentation. Attendance was low – probably due to bad weather,

It was mentioned to Donna Hill that consideration should be given to extending programming to the schools when scheduling events for the Friends.

New Business

Will create a new 'color-coded' membership form for each event. Will also make the member list available for use.

Carol Bangsberg visited Winfield and has requested the library look into a drop box for that facility. Rose Kendall and Vicki Klein will bring it up at the next Trustee Meeting.

Mini-Golf will happen next Spring during National Library Week (the regular schedule). Did not do this year due to the Library Director change. The future date will be published in the Library newsletter.

New members recognized.

Paul Sills moved to adjourn at 11:04. Next Meeting Tuesday May 12th 10AM.

Officers
President – Jane Butkus
Vice President – John Cotton
Secretary – Rose Kendall
Treasurer – Donna Hill

Friends of the Crown Point Community Library – Minutes – May 12, 2015

President Jane Butkus opened the meeting at 10:00 AM.

Secretary & Treasurer Report Secretary Rose Kendall read the minutes of the April Meeting, corrections were made and a revision is attached. Treasurer Donna Hill presented the April Financial Report with an ending balance of $16,637.68 and $50 in the Gaming Account. The Secretary's Report as corrected and the Financial Report as read were both accepted.

Library Reports

New Staff Introductions – Librarians Kristal Rada from Youth Services and Julie Wendorf Programming and Out Reach were introduced. Kristal comes to the library from the LaPorte/Valparaiso library. She was head of youth services in Laporte for the last 4 years. Julie has been working at the Crown Point Library in Reference for the last 4 years and is a prior school teacher. She will be finishing her MLS this summer.

> Kristal reported that the library is gearing up for the summer reading program. There will be "Super Hero" guest speakers on Tuesdays. At the "Kickoff' of the program there will be a visit from SpiderMan at 1:30 and WonderWoman at 2:30. She added that there will be Summer Story times this year.
>
> Julie reported that she will be responsible for running books clubs and the outreach and programming for adults.

Library Director's Report – Director Selina Gomez-Beloz

Budgets are in process. Budgets will be published later in the year and are public information. Preparing a budget is an ongoing process of several months. The extensive departmental discussion and preparation results in all staff gaining a better understanding of library operations.

In June/July the City of Crown Point will be installing artwork/statues around town. They have requested the Library Board to approve one of the pieces at the downtown library location - a bronze/color statute depicting a parent reading to a child, titled "Someone is Reading Along". There will be no cost to the library. The Library has been asked to assist with a City wide scavenger hunt to aid in introducing the art work (helping collect responses).

There will be various improvements over the next few months: Website redesign and new displays. Adding more staff. Watch for job postings and new faces. Looking at options for New Winfield library space – both new and old space. More information will be made available as discussions proceed. Book drop issue will have to wait until we make decisions on the space.

Repairs for the crash are slow – could be another 6-8 weeks. Will need to rebuild the frame and replace parts. Room is use-able. No one harmed.

Sale of the old library. The Board is managing pricing with the realtor and will continue to do so as needed to attract a buyer. There has been some interest. Hoping for a sale in the next 6-12 months.

If you need to talk to her - Director Selina reminded everyone to stop by anytime – drop an email to her if you have a specific question.

Staff Requests

Julie Wendorf requested additional adult reading prizes. A motion was made by Paul Sills for $100 for 7 weekly drawings – probably gift cards. Motion was seconded by Marie Cooper and approved.

Programming Committee/Laura Clemons It was reported that for the Spring concert on May 19th volunteers should show up around 5:30. A motion was made by Carol Doty to give the booster club $100 per group performance. Jane Butkus seconded. There was further discussion to ask the program committee to pay for a patronage to the Booster

Friends of the Crown Point Community Library – Minutes – May 12, 2015

Club next year in lieu of a per performance payment. This would allow the Friends of the Library to be listed in all programs at the school.

There will be a Newsletter containing summer reading information – starting June 8th. Need volunteers for registration table for the 1st week of registration – the adult table. Usually self serve – this year would like to have someone there to 'grab attention' that there is an adult sign-up. A dual table to sign-up for the Friend's. New color for Friends sign-up. 2 hr shift – morning, afternoon and evening. June 8th through the 13th. A sign-up sheet will be circulated.

Bus trip overview – can sign-up and pay today – public sale is May 26th. Confirmed leaving at 9:30.

Trent Kenley has display in the library and will have a talk about the three paintings on May 31st at 2PM.

Movie Matinee will begin the 2nd Monday of the month at 1:30. The Avenger series.

OverDrive audio books. They are going to give 2 free downloadable books weekly. Link is in the newsletter. Check the newsletter for more info.

Literary Luncheon

There will be an August planning meeting. Barb Standish will help with baskets for the literary luncheon. Church has been paid. Jane Butkus will be meeting with the caterer.

Book Sales

Annual sales – comments – low quantity – may want to do spring/fall book sale – the new space for the ongoing book sale is very productive. May want to consider how to do a 'big book' sale in the future based on need and not necessarily 'calendar'. Need to put this on next agenda for further discussion. How many boxes were left at the end? Make sure we aren't putting out things no one wants.

New Business

Life members need acknowledgement – call and 'thank you' note. Jane Butkus and Donna Hill will give Rose Kendall information on who to send it to. Laura Clemons will create a thank you note for the 501C tax deduction purpose.

Sculpture Scavenger Hunt – Friends have been asked to help with prizes. Need to know more information before we can discuss. Laura Clemons will check and let us know.

CPHS Booster Club Patronage – need to discuss further.

Motion to adjourn at 10:57 approved. Next Meeting Tuesday June 6 at 10AM.

Officers

President – Jane Butkus

Vice President – John Cotton

Secretary – Rose Kendall

Treasurer – Donna Hill

Friends of the Crown Point Community Library – Minutes – June 6, 2015

President Jane Butkus opened the meeting at 10:01 AM.

Secretary & Treasurer Report Secretary Rose Kendall read the minutes of the May meeting. Treasurer Donna Hill presented the May Financial Report with an ending balance $14,360.38 and $50 in the Gaming Account. The Secretary's Report (balance corrected) and the Financial Report (Income Total corrected) were both accepted. No further discussion.

New members – Anita Eshelman and Debbie Hollingsworth introduced themselves.

Friends at Winfield discussion – should be a joint group – meeting at both locations. Will discuss further in the future.

Library Reports

Director

Director Selina reported that **budget work** continues and has allowed her to learn a lot about our library. During this process the department heads share goals, values and future needs.

Staff are researching the potential for **new Winfield Library space**. Library staff are working with blueprints and Skillman Construction to determine feasibility and future growth needs. Plans are for a long term lease of a portion of the vacant medical offices near Wiseway. Staff desires to increase parking, provide for a meeting room, programming and computer access space.

The Winfield Library needs new chairs. Rose Kendall asked Selina to call her for chair availability before making a purchase.

At the Main Library the **broken window quotes** have been approved – work should start for manufacturing the window and its components – still looking at 8 weeks until completion. Skillman is serving us as general contractor.

Website design – Laura and Jacob are working on current website. New design is still coming. Friends info needs to be updated.

Old library – an offer is coming but not formalized yet.

New Hires – Bev and Amy are leaving – 3 new people starting this month / July. There will be new hires in reference and youth services by the end of the summer. They are not available to meet us yet today. There is a new page also. Jane asked if they could all stop in to introduce themselves.

Staff Requests

A request for funds and a quote will be provided to the Friends regarding carpet cleaning at Winfield. Carpet cleaning will be included in future maintenance budgets.

Outreach and Programming

Julie Wendorf - Outreach

Thanks to the Friends for the $100 donation toward **summer reading adult prizes**. The table has been setup and 100 adults signed up (a record for the 1st day). Julie reviewed the volunteer signup process and explained the program – instructions are at the table for those who are volunteering to help from the Friends. Trying to get people to sign-up for the Friends at the same time. There are logs for all the readers – the more you read the better your chances for the weekly and the GRAND prize drawing. Separate weekly for either library – grand prize for both. There is a listing at the sign-up table of prizes. Have to read 3 books to go into the drawing.

The Library will be attending the **local 'fairs'**. The library booth will be at the farmers market, corn roast and arts/craft festival. Staff and teen volunteers will man the booth. Friends are invited to assist with the festivals and fairs. We might be able to take memberships there. Not planning on a book sale unless Friends volunteers want to haul books around. If interested the Friends Program committee can discuss further.

There will be **summer craft events** – "Make/Take" bookmarks.

Laura Clemons - Programming

Friends of the Crown Point Community Library – Minutes – June 6, 2015

FOIL newsletter distributed. FOIL Annual meeting will be held in Terre Haute September. Can discuss further at Augst meeting. Rose Kendall and Donna Hill agreed to attend. Bob Setlak Motioned to approve two Friends to attend, paying for registration and mileage. Paul Sills Seconded. All approved. No further discussion.

Blood drive posters passed out.

Website – starting to put Friends section together. Has ideas to do something different. Will have a Friends section in the future that we can manage.

Sculpture project – Primary contact has been Carol Drasga – Friends will help with the the scavenger hunt enty drop-off process (a sheet of paper with questions about the sculpture). Volunteers will 'grade' and store the entries for the grand prize drawing at the November Council meeting 1st 2nd, 3rd place for adults and children. Level of sponsorship for prizes – she currently has $200 from Artful Garden. $100, Michaelangelo Rodan $50-99, Remington $50 sponsor of gifts.

Bob Setlak motioned that the Friends will donate $200 towards **scavenger hunt prizes**, Donna Selvaggi seconded. There will be someone representing the Friends at the drawing in November. Need volunteers to check and store the entrees. Sheets will be available at each sculpture location.

Book Sales

Ongoing book sale $640 last month – Lois is doing a wonderful job! Have received up to 400 items in a 12 day period.

Outside Vendor resale service. Laura Clemons explained the proposed 'resale' of our good books by an outside vendor. Laura met with the vendor and reviewed the proposal. The Friends have nice books that could be sold for a higher value. Lois agreed that she is already doing this and will price 'really good' books at a better value. It was agreed that these books will be sold at $5.00. The Friends will not use the outside service. Future discussion to resolve whether or not we have 'large' sales – let's base that decision of a 'spot sale' based on the inventory not a schedule.

Artisan Sale. Postponed until next year. It was proposed that in October have a "not so spooky movie" in conjunction with the Trick or Treat at the local shop owners.

New Business

Carol Doty – the last spring string concert was wonderful. About 50-80 people attended.

Bus trip is slowly coming in. We will hold it no matter what – small bus is about 46. Can buy tickets until June22. There is a place to eat at the Art Institute – but can leave and come back.

August meeting for **programming the literary luncheon** is August 4 at 10AM. Reviewed the details for everyone.

August Friends meeting is August 11th at 10:00 AM. There is no July meeting.

Paying for performers – Carol Doty motion to pay each group $100 individually, per their specifications, not to the Boosters Club. Seconded by John Cotton. Approved. No further discussion

Life time members need continuing recognition – possibly listed on the website. We will send NEW lifetime members information about tax deductions. Laura Clemons will provide stationary.

Volunteer Requests. Need to add a method to watch what is needed for volunteers from the Friends – possibly a folder at the circulation desk or on the website. Need to discuss further.

Adjourned 11:30 Paul Sills Motioned and Bob Setlak Seconded.

Officers

President – Jane Butkus
Vice President – John Cotton
Secretary – Rose Kendall
Treasurer – Donna Hill

Friends of the Crown Point Community Library – Minutes – June 6, 2015

Friends of the Crown Point Community Library – Minutes – August 11, 2015

President Jane Butkus opened the meeting at 10:01 AM.

Secretary & Treasurer Report Secretary Rose Kendall read the minutes of the June meeting. Treasurer Donna Hill presented the June/July Financial Report with Ending Balance in of June $14,360.38, end of July $17,131.84. Gaming Account $50. The Secretary's Report and the Financial Report were both accepted. No further discussion.

Library Director Report

Webpage: The link has been created to the test site, there is a Friend's page. Need an updated contact info, event info and Friend's officer photos. If interested the Life time member list could be added (Before adding the list need to ensure members want their name on the site – and how much information they would prefer). Will put a membership form online. It may be possible to allow credit cards on-line to pay dues and others fees including event fees – need to look into this Hopefully the new site will be ready to go August/September. Events are posted on the current site. Also planning to post meeting minutes. Rose Kendall will send to Jacob for inclusion.

Main library: Window repair hopefully within the month. It is one component that will be installed at once. Access to the storage closet for internal Friends use should be ok. Just closed to the public.

New Staff: Many new staff in Reference, Circulation and Youth Services. They have a variety of schedules so it may not always be possible to come to a Friends meeting. Chris Genovese moved to new position. Trish Lander in Youth Services moved into new job. There are 43 positions in the library.

Retirees: Branch Manager at Winfield is retiring. Mike Sheets tech services is retiring.

Winfield: Entering into lease details for the new space. We should consider expanding Friend events to Winfield. We should add people to cover the Winfield events.

Better World of Books: Will take leftover books for resale or proper disposal. She will get us more info as to this option. Laura Clemons generally helps dispose of books.

Outreach and Community: "Go Blue" participant. Mini-Golf event permanently rescheduled to national library week each year in April. Julie Wendorf took 're-sale' books to the Farmer's market for sale. Made about $160. Will do once/month until the end of this year's season. Have been giving books to new moms – Friends paid for these. Old Food magazines have been given out.

Ongoing Book Sale Christy Peterson: Last 3 weeks 25 boxes of books 15 strapped bags have been dropped off. Have gone through 600 books in last 3 weeks. First Saturday of the month book sale was poor this month. The arrow sign – helps. Need a permanent arrow sign – there are two available – it helps to remind people to stop in for the sale. Ask if one can be designated. She has sold several items for $5. Each book has two stickers indicating the price of the book. Leftover books have been disposed of. Lois suggest we might want to have a fall book sale simply Lois puts them into the 'bag sale' because of 'date and condition'. Books are generally left on the shelf for about 3 months. Need a shorter book sale – prefers the evening sale. Maybe Thursday setup evening 4-7 pm and Friday 10-4 and Saturday 10-3 (dollar cleanup day). Discuss with Laura for possibly October 22, 23rd and 24th. Could also sell tickets to the luncheon at that time. Making about $100/day is a good income.

Programming Committee and Laura Clemons

Jim Bulanda: 9/20 2PM have volunteers Arrive at 1PM. Donna Selvaggi, Bob Setlak, Carol Fisher Donna Hill

Might have a lot of people. For Frank Sinatra – may need extra chairs. Talk with Laura about a newspaper columns announcing things in the future.

"Not so Spooky" Working with Children's depart for no so spooky.

Christmas Concerts

Christmas Tea: Julie Wendorf May ask for help

Literary Luncheon 11/7 tickets at $22. Talked about prior concerns about serving – she will have volunteers to help to get food out, via family style.

Friends of the Crown Point Community Library – Minutes – August 11, 2015

Old Business

Keep copy of volunteer sheets at front desk. Have started – should be out soon.

Friends Stationary and 501C response letters.

Newsletters: should be distributed at Friends Meetings

New Business

Christie Peterson

Coat Racks needed. Ask Selina at the board meeting. About what we can do! Particularly with winter coming on.

Request consideration for more book sale storage.

September 8th is the next meeting.

Adjourned 10:57. John Cotton and Bob Setlak

<u>Officers</u>

President – Jane Butkus
Vice President – John Cotton
Secretary – Rose Kendall
Treasurer – Donna Hill

Friends of the Crown Point Community Library – Minutes – September 8, 2015

Vice President John Cotton opened the meeting at 10:00 AM.

Secretary & Treasurer Report: Secretary Rose Kendall read the minutes of the August meeting. Treasurer Donna Hill presented the June/July Financial Report with Ending Balance $17, 122, 29 Gaming Account $50. The Secretary's Report and the Financial Report were both accepted. No further discussion.

Book Baby Program $1000 allocated. Tri-Kappa donated $250. Have spent about half and given 140 books to St. Claire's, have also decided to give a bag/book/information to the library Book Babies library program, about 90 books will be set aside to be distributed at the start of the new session of Book Babies. Success is simply distribution and the positive response received. St. Claire is a one-one interaction at the baby's home – so should be successful. St. Claire has requested more inventory. Giving out at the Farmer's market has been fairly effective to draw interested to the booth and entry into other library programs. People have been 'touched' by the libraries community service efforts.

Literary Luncheon

Still need volunteers.

Centerpieces will be door prizes.

Library Director Report:

New Winfield Branch Manager will be introduced – Brenda Thompson.

The Main Library meeting room window is fixed.

Staff training on the new website design begins next week – still plan to have it available by the end of the month. There will be provisions for Friends updated info along with officer photos.

The Library is having very positive negotiation on the Winfield space. Should have more info by next meeting.

A page position will open soon.

"Old Library" has a couple potential offers, there has been a lot of interest suddenly. Potentially more info at next meeting.

Library policies are being studied, revised and approved and will be published on the website in the future.

Program/Laura Report

National Library Card Month. There is a 'peanuts' display in the lobby. Cards are free.

Bus Trip 12/3 Thursday shopping trip to downtown Chicago. Do we want to go to Water Tower or State Street location? We charge $20 (per capa is $17/person). Keep the charge at $20 we usually sell out. Voted.

City Council Letter and Thank You note

Will post information Legal Memo 2015 Legislative Update on the Friends section of the website.

Program Support

October 13 High School Band is coming to play. Probably 6pm – Friends to donate $200 to them directly. High School Band. And additional approx. $50 funds for cookies and punch. Bob Setlack and Paul seconded. Band director wants to start a series and bring them back several times. 2 volunteers Bob Setlack and Paul will be there. To clarify - music events will be organized by the library and Friends would like to always sponsor with refreshment and host/hostess.

Mini golf will always be national library week – Saturday. Promote library

Sept 24th pizza party for Tech Service Librarian retirements Michael Sheets.

Friends of the Crown Point Community Library – Minutes – September 8, 2015

Book Sales

Julie Wendorf has successfully provided lots of marketing at the Farmer's Market.

The decision to sell higher quality books as $5 items is working well.

Next periodic sale will be 10/22 through 10/24. Setup Thursday 9-12, Breakdown Saturday 2)

Thursday Sale 4-7 PM, buy a bag free membership night! 10-4 on Friday. 10-2 Saturday Dollar Day

Old Business

Keep copy of volunteer sheets at front desk. Have started – should be out soon.

Friends Stationary and 501C response letters – still need to do this

Newsletters: should be distributed at Friends Meetings

Bookmarks – to be sold at book sale $0.25 each.

We don't have a budget – maybe we need to set one up for next year. Should we consider how much we want to give our entertainers. Let the programming committee take a look at this issue.

Need to put this year's minutes on the new webpage.

New Business

Volunteer fair next year.

Next meeting 10/13

Adjourned 11:10 Paul and Bob.