

Antioch Library Friends -Executive Committee Minutes  
September 8, 2011

### Book Sale Volunteer Schedule

**Thurs, Oct 6 Presale – 5 to 9 pm**

**Joyce, Sylvia, Pat, Sandy, Amy (membership)**

**Fri, Oct 7**

**9 to Noon - Sylvia, Pat, Martha, Rick, Beth (?)**

**Noon to 5 – Sylvia, Pat, Sandy, Melonnie**

**Sat, Oct 8**

**9 to Noon – Sylvia, Pat, Dee, Joyce**

**Noon to 5- Sylvia, Pat, Dolores, Amy (at 1 pm)**

**Sun, Oct 1 to 5- Sylvia, Pat, Sandy, Darlene, Rick**

**In Attendance: Marlene Zimmerman, Beth Piper, Pat Usterbowski, Sylvia Brown, Dee Drew, Sandy White, Amy Blue, Joyce Kiyohara, Darlene Clauson and Martha Rendak.**

#### **June Minutes**

Pat moved to approve June minutes, Joyce seconded all voted aye.

#### **Annual Meeting**

September's meeting was going to be the official annual meeting, but a change of the by-laws has been proposed and must be posted in the room for two weeks prior to the meeting. This was not done before September. So October will be the official Annual meeting.

#### **Proposed Change to By-laws**

Joyce would like to propose taking out the clause: No officer of the Antioch Library Friends shall simultaneously serve on the Antioch Public Library District Board."

#### **Treasurer's Report**

The CD came due in July and because the interest rate on it was so small, Sandy decided to just put it back in the general fund. She asked if there was a reason the CD was purchased in the first place. The CD was purchased to earn a little more interest on the surplus money but with the interest rate being so low (.25%) it wasn't worth tying up the money.

There is \$15882.31 in the bank and no outstanding debt. Amy will have some library requests next meeting.

#### **Banking**

Sandy and Darlene have been investigating the banks in town and their services and rates. PNC bank has about the same rates and services. Parkway Bank doesn't have online banking. State Bank of the

Lakes is about the same as Chase and they would count the deposit for us. Also, they are a Library Friends member.

Darlene moved to switch banking to State Bank of the Lakes, Sandy seconded all voted aye.

Joyce would like us to think before next meeting about whether we need a reserve of money and if so, how much?

### **Used Book Shop**

The proceeds from the Used Book Shop are up \$640 over last year. Every week is in the high 100's or low \$200's.

Darlene reworked the wording on the sign but forgot to bring it to the meeting. She will get it out by email before the next meeting.

There is a new paperback rack in the room. This will be used for Mystery/Thriller/Suspense paperbacks.

### **Silent Auction Report**

June made \$217 with \$60 from the *Wimpy Kid* poster.

July made \$129

August made \$193

The total for January-August is \$1417 and the whole total for 2010 was \$1600.

Lenora said she would donate a book purse for an upcoming auction.

### **Correspondence**

There was a thank you note from the children's department for the Playaway Views and the money for the gift cards given away during the summer reading program.

### **Staff Members and Free Books**

There was some discussion about what the policy should be regarding library staff members taking books out of the donations. The Friends did not want to severely limit staff taking books, but they did want some limitations on it. It was decided to tell staff that if they were going to take more than 5 books a week, they should give a donation to the Friends and also to consider returning them when they are done.

## **Book Sale**

### **Workers**

A sign up sheet was passed around for everyone to sign up for the sale and presale.

Sandy will make daily deposits during the sale and coordinate initial cash reserve.

Darlene will be in charge of the bookmark display.

Amy has asked Cinde for volunteers the days of the book sale and those volunteers can be used to give out Free Paperback Coupons. The paperback coupons will be given out in the foyer, good that day only, to encourage people to visit the book sale.

Amy will work Thursday night to coordinate new memberships during the presale.

### **Publicity**

Amy has corrected the dates and times of the booksale on booksalefinder.com but has not yet seen them take effect.

Amy will follow up with Mark and Kathy about getting the banner up by September 15.

Joyce wrote a press release for the sale and Becky has sent it out and will resend before the sale.

Beth will be in charge of printing the \$25 coupon for area school librarians. Beth will also get the poster in school's virtual backpacks and make bookmarks.

Amy will talk to Becky about reserving a blue board for the days of the sale.

Amy will see about getting the sign for the book sale the whole week before.

Can we put Friends book sale on Facebook?

Amy will try to get the book sale front and center on the library's website.

Pat & Sylvia will take posters around town and to local libraries.

Darlene is working on "footprints" for the floor leading to the sale.

### **Raffle**

There will be 6 different theme baskets for raffle. Tickets will be sold 1 for \$.50, 6 for \$1.00 and an arm's length for \$5.00. Sandy will be coordinating the raffle.

### **Author who wants to Sell Books at the Sale**

There is an author from Downer's Grove who wants to sell his (self-published) book at the book sale and donate all proceeds to the Friends. There was some discussion about this. Some members felt we should support local authors. Some members felt that Downer's Grove wasn't local enough. Some members felt strongly that allowing self-published authors to sell would not be of benefit to the Friends or the library. There was some discussion regarding making a formal policy about this issue but in the end no policy was decided on.

### **Library's Website**

Joyce expressed dissatisfaction with the library's website. This will be discussed at a subsequent meeting. Amy will have to bring Kathy and/or Becky in on the discussion as she has no power over the website.

### **Next Meeting:**

**Monday, October 3 at 9 a.m., followed by book hauling for the sale.**

### **Adjournment**

Meeting was adjourned at 11:32 a.m.