



**Palm Harbor Friends of the Library
Meeting Minutes
February 22, 2016**

In Attendance: Sandy Carr, Sharon Sandoval, Elisabeth Roen, Diana Silveira, Kathy Coffin, Courtenay O'Connell, Kiki Durney and Gene Coppola

Minutes

- The December meeting minutes were read and approved.
- The January meeting minutes were read and approved.

Treasurer's Report

- The bookstore brought in over \$4,000 in January.
- Betcinda Kettell's first \$200 payment was made and will be on next month's report.
- The Valley National account is now completely closed. We have completely transitioned to the Achieva account.
- A motion was made by Courtenay O'Connell to open a \$30,000 15 month CD with a 1.26% APR at the Bank of the Ozarks. Sandra Carr, President, and Sharon Sandoval, Treasurer, will be the two approved signers on this CD. The motion was seconded by Diana Silveira and it was approved.

Director's Report

- Gene Coppola thanked the Friends board for their support of the Staff Development Day in January.
- Kiki Durney presented a request for \$2,000 to establish a collection of circulating Launchpad tablets for the Children's Department. Elisabeth Roen made a motion to approve the request and Sharon Sandoval seconded it. The motion was approved.
- The board members are very happy with Gene's monthly reports and appreciate him sending them out prior to the board meetings.

Old Business:

- Gene Coppola showed the members of the board some possible locations for more leaves for lifetime members.
- While doing research into the membership fee structure of other Friends groups, Kathy Coffin found that we are lower than most. Kathy made a motion to amend the fee structure to \$10 for individual annual memberships; \$20 for family annual memberships; and \$150 for individual lifetime memberships. We will no longer have business memberships. The motion was seconded by Courtenay O'Connell and was approved.
- All membership fees and donations received at the library are to be placed in the Friends folder at the Circulation desk. Kathy Coffin has agreed to manage all donations as well as memberships. The Membership Chairperson's job description will be amended after our by-law review is completed.

New Business:

- Sandy Carr has asked Courtenay O'Connell to remain the Fundraising chair and Courtenay has accepted.
- Sharon Sandoval made a motion to allocate \$2,900 for the 2016-2017 concert series. This is \$500 more than last year because of a donation received that was earmarked for the concerts. Diana Silveira seconded the motion and it was approved.
- A letter from Beth Wilson of the Library Foundation Board was read. They requested a \$10,000 contribution from the Friends. The discussion was tabled until after the Foundation board meets this week.

Committee Reports:

Communication

- Diana Silveira gave out a sample contribution letter and it was reviewed. She will make edits and send out the final version.

Membership

- Kathy is working on changes to the brochure.

Programming

- The Dolls for Democracy program will be held March 5th. A motion was made by Elisabeth Roen to approve a \$50 gift card to Mystic Fish for the presenter. The motion was seconded by Courtenay O'Connell and approved.

Fundraising

- The Puzzle Party will be held on April 10th.
- Sandy Carr has researched some tote bag options. The cost of purchasing Friends

branded tote bags will be about \$2.20/each for 249. Bag and logo colors were discussed and a \$6.00 sale price was agreed on.

The meeting was adjourned at 7:42 pm.