



**Palm Harbor Friends of the Library  
Meeting Minutes  
October 26, 2015**

In Attendance: Sandy Carr, Linda Kingsbury, Sharon Sandoval, Elisabeth Roen, Diana Silveira, Courtenay O'Connell, Kathy Coffin, Bobbie Ostfeld, and Dana Dockery

September Meeting Minutes: Bobbie made a motion to approve the minutes that was seconded by Linda and the minutes were approved.

There was no Director's Report in October.

**Treasurer's Report**

The bookstore made over \$3,000 in September. We paid the Adult Summer Reading in September and made the final payment for Jeanette's portrait. From January – September, we are up \$6,200 for the year. Sharon will get with Bobbie about setting up for and introducing the concerts.

2016 Budget: Sharon sent out a quarterly version. Elisabeth made a motion to approve the budget, Diana seconded it and the motion was passed.

Investments: We will wait until after the elections to revisit our investment strategy.

Bank Change: Regents and Achieva do not charge for 501(c)3 accounts. We can change in January and change our officers in Sunbiz at the same time.

Account Signers: Bobbie made a motion to have the Executive Board serve as signers on any future financial transactions and Diana seconded it. The motion was passed.

**New Business**

Lending Library DVD Budget: The DVD budget for the Lending Library was originally approved as a monthly allocation. Courtenay made a motion to change it to an annual allocation and it was seconded by Bobbie. The motion was passed.

Garage Sale: Preparations for the garage sale are going well. T-shirts will be on sale at \$5.00 each and we will send out bookmarks with new memberships.

New Fund Request Procedure: Going forward all request will need to use a reimbursement form which Sharon will send around and any funds must be pre-requested if not included in the budget. Diana made a motion to pass the procedure and Bobbie seconded. The motion passed.

Budget Revision: Sharon will revise the budget to include \$100 annually for Membership. This will include the postage line item previously included in the budget. Bobbie made a motion to approve and Diana seconded it. The motion passed.

A letter written by Betcinda Kettells was reviewed.

Bobbie made a motion that the Friends will not forgive the remaining balance of Betcinda Kettells's debt. Sandy seconded the motion and it passed.

Copier: Sharon will meet with Gene about the future of the copier.

### **Committee Reports**

Communications: The social media plan is going very well. There is a flyer and a letter with a map created for the Francis Wilson Playhouse. We will be sending out an email blast with upcoming events soon.

Programming: We will have a program called Dolls for Democracy coming up on a Saturday in February and a baseball program in the spring.

Fundraising: Francis Wilson tickets will be sold at Raise the Roof and the Garage Sale. The next Francis Wilson meeting with East Lake will be November 30<sup>th</sup> from 2-4pm.

Bobbie made a motion to adjourn the meeting and Sandy seconded. The meeting was adjourned at 7:36pm.