Friends meeting minutes

Location: Webb Shadle Public Library

Date: September 20th, 2022

Time: 7:00 pm

Attendees: Julie Cowden, JoEllen Glick, Jen Latch, Vicki Refshaw, Dorothy Armstrong, Jerra Fust, Willa Heaberlin, Dana Smith

Key topics

1. Call to order: 7:13pm
2. Grants: No new to report
3. Grant request considerations:
4. New window treatments for main library
5. ADA compliant water fountain
6. Donations: No new to report
7. Other income: No new to report
8. Treasurer’s Report: 10/15/22: The balance stands at $66,429.66 with $47,150 set aside for the heat/ac project. New disbursements for books leaving the balance for books funding at $1927.79. The balance for program funding is $386.95. After these are accounted for, the usable balance comes to $16, 964.92.
9. Old business:
	* Rawson Mechanical is set to begin the library heat/ac project Monday, October 24th. It should take around 2 weeks to complete. The Wednesday night youth group helped move items out of the mechanical/storage closets, and the Friends purchased/placed plastic sheeting to cover shelving/computers/desks/etc. in anticipation of this project beginning. Friends issuing Latch $27.48 for plastic sheeting.

* + Rawson initial thoughts on water fountain: not room in bathroom hall for handicap accessible water fountain as it would project too much into the hall. He recommends putting a bottle filler there instead and thought it was implementable. More discussion and plans after heat/ac project.
	+ The IRS has finally approved our name change making us now officially known as Friends of Webb Shadle Public Library.
	+ The Non-Carved Decorative Pumpkin Contest set for Oct. 8th – 21st and to be judged by Celeste Hudspeth had no entries as of our meeting date.
1. New business:
	* Need to thank Prairie Meadows publicly for heating/ac grant.
		+ Outdoor library sign: JoEllen
		+ Facebook: JoEllen - library official page
		+ Facebook: Jennifer – Friends of the Library page
		+ Marion County Express: Jennifer ask Abby Hintz if she will write an article. UPDATE: She agreed
	* As part of Small Business Saturday on Nov. 26th, the library has been asked to pop popcorn/hand out at 6pm at Lakeside Living. JoEllen and Heaberlin have offered to be on hand to provide it. Other festivities that evening include “Lighting of the Square,” caroling by the PHS Acapella Choir, and horse-drawn carriage rides.
2. Friends Methods/Protocol to do:
* A recent review of our by-laws showed that we need to have our physical records stored on site at the library. We will look into some space in the filing cabinets in the board room.
* We need written descriptions on record of the complete roles of each officer position.
1. Event news and reports:
* Pumpkin Painting: OUTSIDE, weather permitting
	+ Oct. 22 @ 10:30am
	+ Volunteers: 9:30 – 12:30
		- Reading Witch: Rhya Cowden
		- 6 dozen Cookies: Refshaw
		- Helpers: Cowden, VanRyswk, Armstrong, Smith
* Trick or Treat on the Pleasantville Town Square: Library will have a table and hand out treats
	+ Oct. 31 from 6pm – 8pm
	+ Volunteers: 5pm – 8:30pm
		- Refshaw, Latches
		- Not-too-scary costumes encouraged
	+ Should be prepared for 500 kids
		- Snack size candybars (Refshaw)
		- Allergy/gluten free choice in teal bowl (Refshaw/Latch)
		- Bookmarks & Spider Rings (JoEllen)
* Decorate the Library for Christmas: 11/26 @ 9am
* Small Business Saturday: Town Square Lighting and festivities
	+ Nov. 26 @ 6pm
	+ Volunteers (library making/handing out popcorn at Lakefront Living)
		- JoEllen and Heaberlin
* Festival of Children’s Art and Holiday Trees Ashley Robinson, elementary art teacher will display holiday themed art from every elementary grade on the walls, and volunteer groups/individuals will set up and decorate Christmas trees.
	+ - Dec. 2 – Dec. 7
		- We are looking for people/groups to set up and decorate 6-8 trees. (So far we have 4 spoken for: Carol Beier, Girl Scouts, Fine Arts Boosters and Crossroads of IA mitten tree) Other suggestions: Just Us 4H, Fire Dept., FFA, Police Force.
		- Set up will be Thursday, Dec. 1 from 3-6 or by appointment if needed.
		- Tear down will be Thursday, Dec. 8 from 3-6 or by appointment if needed.
		- The event will run during **library hours from Friday, December 2nd - Wednesday, December 7th**, with the possibility of extra hours for the Pleasantville Tour of Home event also that weekend, date/times tba. We will be a featured site on the tour (coordinated by Amy McGraw.)
* Children’s Holiday Party
	+ Dec. 10th @ 10:30am
	+ Mrs. Claus – Dana Thomas again?
	+ Need 6 crafts for children ages 4-10. Hudspeth will research recommendations for next meeting.
* Letters to Santa (Library drop-off)
	+ Need volunteers to fill out responses. Will be form letter format.
	+ Friends will pay for postage.
1. Meeting adjourned 8:07pm.

**We meet the third Tuesday of the month in the library board room.**

**Our next meeting will be:**

**Tuesday, November 15th @ 7:00 pm**