Friends meeting minutes

Location: Webb Shadle Public Library

Date: November 15th, 2022

Time: 7:00 pm

Attendees: Julie Cowden, Jen Latch, Vicki Refshaw, Sarah Jurgens, Susan Phillips, Jackie Crone

Key topics

1. Call to order: 7:04pm
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:
	* 40 cardboard boxes purchased by Diana Latch: $40
	* Chips/Pop leftover from Burgers and Beats purchased by Fusts: $79
8. Treasurer’s Report: 11/15/22: The balance stands at $65,646.75 with $47,150 set aside for the heat/ac project. There were new disbursements for books leaving the balance for books funding at $1168.73 and for programs leaving the balance for program funding at $244.10. After these are accounted for, the usable balance comes to $17,083.92.
9. Old business:
	* Rawson Mechanical has completed the installation of the heat/ac, however the heat has struggled to keep up with the thermostat setting. Cowden observed several vents in storage areas wide open to outside air. She has left message with Rawson regarding this. We have not been invoiced yet for the installation. \*\*Noted that furnace heats north side of library through ductwork and boiler helps maintain heat on south side where ducts could not be ran due to library structure/roof design.

* + Cowden also left message with Rawson about the water fountain/bottle filler project. Now that heat/ac is installed, we are eager to move on this project. Initial thoughts fielded previously from Rawson by Refshaw were to install a bottle filler on the hall wall outside of the women’s bathroom. An ADA compliant water fountain would not work in this space, as it would render the walkway space noncompliant. This wall would be more cost efficient than the opposing hall wall which is constructed of concrete block. Considerations for access in this location: Drain, water pipe (which would be visible in women’s bathroom), electric, condenser (which would be above ceiling.) Julie will schedule time with Rawson to go over a bottle filler product and plan with attention to ADA compliance as a library board representative.
	+ The Marion County Express published an article in their 11/4 edition about the heat/ac replacement. Prairie Meadows, the City of Pleasantville, American Legion Post 108, and the community were thanked for their generous donations. Thank you to Abby Hintz for writing this article for us!
	+ Volunteers needed to write return letters from Santa (from the North Pole mailbox in the library.) Julie suggested that high school kids needing Silver Cord hours could be interested, including her two girls. She will reach out to Dena Burgett for two additional names. Friends will pay postage.
1. New business:
	* The new furnace/boiler take up much less space than the originals, which has opened up a great deal of space for vertical storage. JoEllen asked the Friends of WSPL officers last week if Friends would finance new shelving, costing around $75. The officers unanimously approved so that she could acquire and set up shelving asap. We will reimburse the Glicks once receipt is turned in.
	* The two TVs we received from Prairie Meadows remodeling are in “hotel” mode. They did not come with remotes. Cowden will reach out to Prairie Meadows contacts Tanya Dunn/Julie Stewart for guidance.
	* JoEllen asked Friends to purchase two card tables which would match white banquet tables and replace the two old, heavy ones. Motion by Refshaw to approve two card tables of JoEllen’s choice. 2nd by Phillips. Passed unanimously.
	* Cowden suggested replacing the old, inefficient vacuum. Latch motioned that committee be formed between Cowden and Refshaw to research, make decision, and make purchase possibly during Black Friday deals. Phillips 2nd. Passed unanimously.
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:
* Decorate the Library for Christmas:
	+ 11/26 9am-Noon
	+ NEED 3 VOLUNTEERS to assist JoEllen
* Small Business Saturday: (“Lighting of the Square,” caroling by the PHS Choir students, and horse-drawn carriage rides)
	+ 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 in the East Room, and volunteer groups/individuals will set up and decorate Christmas trees.
	+ - Dec. 2 – Dec. 7 during Library hours
		- People/Groups setting up trees:
1. Girl Scouts
2. Fire Department (Jordan VanNess)
3. Mitten Tree by The Well
4. Fine Arts Boosters (Jen Latch)
5. Crayon Tree by Carol Beier
6. Just Us 4H (Mary Martin)
7. PHS Dance Team Alumni (Julie Cowden)
8. Library Tree (JoEllen)
9. ???Wendy Wild???
10. ???Preschool Class (Rhonda Wicks)???
11. ???Straw Hat Farms???
	* + Set up will be Thurs, Dec. 1 from 3-6 or by appt if needed. NEED VOLUNTEER ON HAND
		+ Tear down will be Thurs, Dec. 8 from 3-6 or by appt if needed. NEED VOLUNTEER ON HAND
		+ Preschool Story Time with viewing of East Room
			- Friday, Dec. 2 @ 10:30am
			- Need VOLUNTEER 4 dozen cookies by 10am Friday morning
		+ Pleasantville Holiday Tour of Homes (Library is on the list!)
			- Saturday, Dec. 3 from 1pm – 4pm
			- Need VOLUNTEER 4 dozen cookies delivered during library hours day before or by 10am Saturday morning
			- Need two VOLUNTEERS to host:
				* 1st shift 12:45– 2:30
				* 2nd shift 2:30-4:15
* Children’s Holiday Party
	+ Dec. 10th @ 10:30am
	+ Mrs. Claus – Dana Thomas
	+ Need 6 crafts for 50 children ages 4-10. NEED 6 VOLUNTEERS for each craft idea and to gather supplies. Friends will refund up to $25 for each craft with receipt turned in. (Refshaw motioned, Crone 2nd, passed unanimously.) Celeste Hudspeth has plenty of ideas to work from if you want to volunteer, but need inspiration.
	+ NEED 6 VOLUNTEERS to work tables/help with children.
	+ NEED VOLUNTEER 9 DOZEN COOKIES (3 dozen split between 3 volunteers would work.)
1. Meeting adjourned 8:05pm.

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

**WE WILL NOT HAVE A MEETING IN DECEMBER! MERRY CHRISTMAS!**

**Our next meeting will be:**

**Tuesday, January 17th @ 7:00 pm**