

Evergreen Park Public Library Foundation

Board of Directors

Meeting Minutes, October 5, 2021

- I. The meeting was called to order at 7:03
- II. In attendance were: Jewanna Apawu (President), Rebecca Reece (Vice President), Warren Johnson (Treasurer), Virginia Chandler (Secretary), Cindy Morrissey, Helen Cuprisin, Kate Bradley, Library Director Frank Murray, and Head of Adult Services Jenna Harte-Wisniewski. Not attending: Monica Kramer
- III. Warren Johnson motioned that the Minutes of the July 13 2021 meeting be approved; Cindy Morrissey seconded the motion, and the Minutes were unanimously accepted.
- IV. The Treasurer's report was distributed:
 - a. Income Statement with a cash balance of \$61.871 was approved after Motion by Virginia Chandler and seconded by Cindy Morrissey
 - b. Expenses approved after motion by Virginia Chandler and second by Warren Johnson
 - i. \$267.96 Payment to Banner Buzz for logo table cloths for outreach events
 - ii. \$350.00 for Store Walk updates
 - iii. \$15.00 filing fee for Secretary of State annual report
- V. Library Director's Report
 - a. Secretary of State annual report filed by Frank with \$15.00 fee
 - b. Library "Wish list" for sponsorships was presented with discussion following. Jewanna Apawu suggested that items be grouped by like kind to create compelling arguments for sponsors/donors. Education projects could include web-based high school diploma programs, Story Walk, EP Reads among others. "Maker Space" as a category could include: Vinyl Cutter, Large Format Printer, 3D Printer, etc. Frank offered to organize the wish list by categories.
- VI. Committee Reports
 - a. Events: Cindy Morrissey and Rebecca Reece presented ideas for future events, noting that (considering ongoing public health concerns and needed lead time) the Events Committee will focus on planning 2022 fundraising opportunities such as Adults Night Out, Sip & Sample, and more. Raffle Baskets will continue.
 - b. Grants: Frank Murray and Warren Johnson discussed their collaboration efforts to identify and pursue grant funding opportunities, deciding that library staff would identify and prepare grant requests for major local/state/federal funding; while Warren Johnson and his volunteers would investigate private and corporate foundation giving; and that Warren and Frank will work together on preparing the actual grant requests to these non-government sources.
 - c. Sponsorships: Jewanna Apawu and Rebecca Reece reported on their efforts, with Jewanna pledging to identify a list of potential future sponsors based on past contributions, and Rebecca preparing letters to acknowledge gifts to the Library.
- VII. Old Business: There was no old business to discuss.
- VIII. New Business:
 - a. Giving Tuesday is November 30. Promotional opportunities will be identified.
 - b. Public announcement resource in the Library foyer. Discussion ensued about the need to organize outside organizations' educational/promotional announcements. Also, the need to control postings for content/age was discussed. Library staff will pursue this.
 - c. Foundation Marketing was discussed, noting the need to update the brochure (prototype provided), and to include Foundation news/requests in the quarterly newsletter and on the Library's website. Library staff will pursue this.

- d. Housekeeping: Discussion about Google Docs email addresses, and business cards; one generic email address and mail will be routed as needed; one generic business card that can be used by any officers/committee heads, writing in their names as needed.
 - e. Approval of Frank Murray as the Foundation's Registered Agent.
- IX. After motion made by Helen Cuprisin and seconded by Kate Bradley, the meeting as adjourned at 8:07pm.

Respectfully submitted by Virginia Chandler, Secretary