

Evergreen Park Public Library Foundation

Board of Directors

Meeting Minutes, January 11, 2022

(Note: Originally scheduled for January 4, the meeting was postponed due to Covid concerns)

- I. The meeting was called to order at 6:37pm
- II. In attendance were: Jewanna Apawu (President), Rebecca Reece (Vice President), Warren Johnson (Treasurer), Virginia Chandler (Secretary), Library Director Frank Murray, Head of Adult Services Jenna Harte-Wisniewski, Monica Kramer, and Debra Grand, Not attending: Cindy Morrissey (with prior advisement)
- III. **MINUTES:** Rebecca Reece motioned that the Minutes of the October 5, 2021 meeting be approved; Warren Johnson seconded the motion, and the Minutes were unanimously accepted.
- IV. **TREASURER'S REPORTS:** Warren Johnson presented the Treasurer's report, noting current cash balance of \$62,630.53. Receipts included contributions of \$22.39 (Amazon Smile), \$500.00 and \$46.00 ("Giving Tuesday"), \$250.00 (Card Catalog Sponsorship), \$5.00 (Misc.); as well as interest of \$4.93.
 - a. Authorized expenditures: \$3,285.00, representing the cost of three Career Online High School Scholarships; and \$500.00 for Business Cards to be used by Foundation Officers and committee chairs, and others as needed for official Foundation business.

After discussion, both the Income statement and expenditures were approved following a motion by Monica Kramer and seconded by Rebecca Reece.
- V. **LIBRARY DIRECTOR'S REPORT:** Frank Murray advised that all is ready for launching Evergreen Park's Career Online High School, and that the Library would conduct outreach to potential scholarship candidates who have self-identified with a goal of awarding three (3) scholarships.
- VI. **COMMITTEE REPORTS:**
 - a. **EVENTS:** Cindy Morrissey, Rebecca Reece and Monica Kramer are leading efforts to organize fundraising events. Rebecca and Monica provided updates on the committee's activities, noting the January 17, 2022 event during which Portillo's will share a percentage of their revenue with the Library. The event has been promoted via Village email blasts to all residents, the Patch newsletter, thanks to Lorraine Swanson, and via frequent Facebook posts by Monica. Due to escalating Covid infection rates, the Sip & Sample fundraiser will be postponed until at least Spring 2022. All agreed that, until we can safely host in-person gatherings, the gift baskets will be a primary, on-going fundraising activity, with a winter "Warm-Up" theme for gift baskets. Discussion followed about potential ideas for gift baskets, with several suggestions as to specific merchants to solicit for product donations. Monica Kramer advised that she has been conducting an inventory of basket gift items, and suggested that we use these items to build upon for baskets. Warren Johnson then suggested several companies to solicit for gift basket items.
 - b. **GRANTS:** Warren Johnson reported that he has been researching foundations to identify those that might be a good match for library projects. Jewanna emphasized that we endeavor to match existing programs and needs with funding sources, rather than try to create new programs to fit funding criteria. All agreed that this was the preferred approach, but that we would certainly consider new programs that make sense for us, and that are consistent with our Library's mission. It was also decided that we should create a policy as to the type of organizations from which we wish to accept donations, noting that we must assure that their ethics and mission are a good match with ours.
 - c. **SPONSORSHIPS:** Jewanna and Jenna continue their work in identifying past sponsors and cultivating new relationships, while also creating a schedule of sponsorship levels and their corresponding benefits. A sponsorship letter was presented for review. Open Outcry was mentioned as a potential sponsor.
- VII. **OLD BUSINESS:** There was no old business to discuss.
- VIII. **NEW BUSINESS:**

- a. **Giving Tuesday** (November 30) generated \$546.00 in donations. Distribution of these funds is TBD. Monica Kramer recommended funds be distributed to the Children's Department, with a primary purpose of replacing damaged books. Frank advised that \$6,000.00 of Library funds can be earmarked for the overall collection this year. Frank also indicated that Library staff are conducting inventory on the condition of all materials to prioritize a replacement schedule. Jenna advised that planning for Giving Tuesday, 2022 would begin in June, with more opportunities to give and more outreach to raise awareness for the event.
- b. **Helen Cuprisin** (former board member) memorial to be in connection with Earth Day 2022. Frank agreed to reach out to the Chamber and to the Village to explore ideas to jointly sponsor/host an event.
- c. **Foundation Bank Account:** Spending strategies and Mandatory Reserves were discussed. Recurring annual expenditures/investments for 2022 include the Story Walk, Summer Reading, and the newly launched Career Online High School scholarships. After conversation, it was decided that for now a frugal approach would be taken as we do not have a good sense as to how much can be raised until we can resume hosting events and until we have a better sense of anticipated income from sponsorships and grants. All agreed and a motion was passed after Warren Johnson motioned, and Monica Kramer seconded that **a Reserve of \$45,000.00 be established/maintained.**
- d. **Foundation Marketing:** Jenna suggested that the Foundation replenish "swag" to be used at events and in the Library to generate interest in the Foundation. Rebecca made a motion and Warren seconded the motion to **authorize Jenna to procure logo and other promotional items up to an annual maximum of \$1,000.00.** Motion passed unanimously. Discussion on a website update to include an on-line store followed and both Jenna and Monica agreed to work on this.
- e. **Foundation Administrative Concerns/"Housekeeping"**
Email Accounts: Rebecca and Jewanna will receive/distribute any email received for the Foundation. All will be able to use the email account.
Business Cards have been ordered and will be available for all Foundation Officers and committee chairs, and those conducting official Foundation Business, and can be personalized by writing in name. The email address will remain consistent for all.
- f. **Zoom Account** may be used by Foundation Board, Committee Chairs, and those conducting official Foundation business. Those needing to host a meeting, should speak with Frank or Jenna.
- g. **Helen Cuprisin:** After Warren made a motion and Debra Seconded it, it was unanimously approved that the seat vacated by Helen will be filled. A candidate will be nominated and selected at the April meeting, with Debra Grand under consideration.

IX. Next meeting of the Foundation Board will be **April 5, 2022 at 7pm**

X. Warren motioned, and Monica seconded the motion that the meeting be adjourned. Jewanna adjourned the meeting at 8:06pm.

Respectfully submitted by Virginia Chandler, Secretary