

## Evergreen Park Public Library Foundation

### Board of Directors

#### Meeting Minutes, March 7, 2023

- I. **Meeting was called** to Order: 7:00 pm by Jewanna Apawu
- II. **In attendance were** President Jewanna Apawu, Vice President Rebecca Reece, Treasurer Warren Johnson, Secretary Jacqueline Cibrian, Director Debra Grand, Director Cindy Morrissey, Community Member Laura Shallow, Library Liaison Jenna Harte-Wisniewski, Library Director Frank Murray.
- III. **Minutes from January 3, 2023, were approved:** Debra G. motions, seconded by Warren J.
- IV. **Treasurer's report:** \$76,357.99 Balance as of end of February 2023: report approved by Debra G, seconded by Cindy M.
  - i. Definite improvement in cash balance, last from 2022 October, balance was mid \$50k.
  - ii. Question, what is the minimum for the reserve balance for the EPPL Foundation bank account? EPPL Foundation follows a 990 , not a 990PF, so no guide for minimums, refer to spring 2021 notes about a minimum/reserve.
- V. **Grant Committee report:** Nothing to report.
  - a. Jewanna A. clarified that with Frank's guidance we the committee is looking for grants that are \$10,000+.
  - b. Frank M. is looking to find support for the career high school program.
  - c. Places to explore for grants: Private foundations, Illinois library grants, local businesses such as Jewel Osco (need to get an endorsement from an employee), Menards, Subaru (Set to open June/July 2023).
  - d. Laura S. to keep an eye out for any grants that may fit library profile.
- VI. **Events Committee:** Suggested for Foundation members to each sell 5/10 raffle tickets each to help with sales.
  - a. Earth Day / Helen Cuprisin raffle baskets: Rebecca contacted Chicago White Sox for ticket donations 4 tickets received. Cindy M. Contacted the Chicago Botanical Garden, they will mail donation in a couple of weeks. Becky to work on getting garden center donations. Laura will ask other local organizations if they would like to donate in Helens honor. Chicago White Sox paraphernalia gardening tools and accessories were purchased as fillers for the basket.
  - b. Raffle Basket Schedule
    - i. April Earth Day
    - ii. Find Your Voice / Summer baskets (Possibility of multiple baskets @ the Trivia night in August)
    - iii. Fall Basket
    - iv. Winter Basket
    - v. Inventory of Raffle Items: Need to take inventory and look for multiple outlets for donations.
  - c. Call for volunteers to cover the EPPL Foundation information table during the Earth Day celebration. Coverage is needed from 10am-2pm.

- d. April 24, 2023 – Culvers fundraising, proceeds of the full day will be donated to the Library. Culvers is looking for Foundation volunteers to be at Culvers for a couple of hours. Cindy, Debrah, & Frank to volunteer. Any time after 4:30. Need a flyer advertisement of the event to be passed around the neighborhood. Donation % will be either 10% or 15%. This depends on the amount of business that comes in for the day. Culvers is being flexible, people can verbally state they are there to raise funds for the library, or they can present a flyer. Frank to ask if Culvers will announce on their outside billboard.
- e. Social Media campaign for Library giving week??
- f. Trivia night: Date: Friday, August 25<sup>th</sup>, 2023
- g. Sponsorships: Shawn Kelly, State Farm looking for sponsorship opportunities. How do we propose the sponsorship levels to Shawn Kelly? Jenna & Frank will put something together so Becky can pull information through.

**VII. Director's report:**

- a. Saturday April 22 is going to be the earth day celebration to honor Helen Cuprisin (refer to the EP newsletter for details of the celebration)
- b. Amazon Smile program has ended. Refer to notes in the Smile report.
- c. Looking for new PayPal payment receivers. The receivers are now obsolete. We do not need to vote now but need to know how many to purchase by the next meeting. Look at the notes provided by Frank. Warren is asking if there is another credit card payment processor. Per Laura, Paypal is not an independent account, it's an account inside many other accounts. Frank to possibly ask our current banking partner for an option aside from Paypal.

**VIII. New business:**

- a. Library Foundation Endowment – Looking to partner with a company that is based in Las Vegas.
  - i. Does the foundation want to fund an endowment?
  - ii. Per Laura, would we bring in a panel of people that can speak to the community about estate planning.
- b. Water bottle station- Frank utilized the EP Village list of approved plumbers for quoting of the station, but there were not enough responders. Only RD Foggio & Sam and Mr Plumbing responded and quoted. RD Foggio was the better of the two based on price and installation time frame. Motion for RD Foggio to be installation vendor was by Debra G. seconded by Warren J. All in favor, no nays. Frank will contact RD Foggio to schedule immediate installation.
- c. Board Member Expectations – Debra pulled information from the Volunteer Board Members of Illinois Not for Profit Organization.
  - i. Debra to start carving out onboarding material, expanding board roles, and an introduction of the “how we function”.
  - ii. Roles & responsibilities: Attorney General paper, Debra wants a copy of the bylaws. Jewanna has read the bylaws, looks like material is lacking information.
  - iii. What can members expect to be laid out and defined.
- d. Library week- Culvers is happening during library week. Look up the exact dates.
  - i. Becky wants to look at a social media campaign for donations. April 23-29<sup>th</sup>.
  - ii. Becky to lead the week.

- iii. If we are designing our own flyers, can we add on QR code to guide/link to the EPPL web page for donation?
  - iv. Can Frank go in and pitch with the EP Podcast?
  - v. The library foundation brochure needs to be updated. Amazon Smile needs to be taken off the back. New accomplishments listed, and a little updated description about the foundation.
- IX. **Foundation Publicity** – Can we purchase ads from the podcast guy? Look for a marketing packet/package. Jackie to head the project of putting together a marketing plan for the EPPL Foundation.
- X. **Next meeting, May 2, 2023 @ 7:00 pm.**
- XI. **Meeting adjournment was at 8:07 pm.** Warren motions the adjournment of meeting, was seconded by Debra G.