

## **FRIENDS OF ELYRIA PUBLIC LIBRARY**

**9/8/20**

**PRESENT:** Nancy Baldauf, Celeste Brlas, Jane Leavell, Maggie LeGlise, Kathy Schreiber, Pam Spence, Dave Wessely  
Staff: Adam Matthews  
Other: Janet Stoffer

Meeting called to order at 2:45.

### **MINUTES:**

Nancy Baldauf moved to accept the minutes from the last meeting. Kathy Schreiber seconded. Motion passed.

### **TREASURER'S REPORT**

Our ending balance was \$\$11758.71. Maggie LeGlise questioned why we have five different accounts with Community Foundation; Pam Spence agreed to meet with her to explain it. They have our balance as \$127,500.71. Still to be considered: we agreed to pay \$50,000 for the book room we use at Taylor in yearly increments of \$15,000, \$15,000, \$10,000, and \$10,000. Given the current balance, we would not be able to pay \$8000 for next summer's reading program. We'll have to review the profits we make from the five sales. The Budget Meeting is in December. Nancy Baldauf moved to accept the Treasurer's Report, and Jane Leavell seconded it. Motion approved.

### **COMMITTEE REPORTS**

Sorting—Jane Leavell reported that we are currently meeting at Taylor Street on the first and last Friday of the month to sort books, and in light of the upcoming book sales have sorted all children's books into the garage along the wall, and sorted the boxes books in the book room in the general categories planned for the sales. Currently no outside donations are being accepted, although Lyn Crouse is considering have one Friday of each month a donation acceptance day when the general public can bring books to Taylor to be quarantined and then passed on to us for sorting. We're getting heavy donations of books from the library as they weed them out for the move. Anyone wanting to volunteer must meet with Terri Miller and undergo the safety training, then get a sign-in sheet for possible contact tracing in the event of an infection in the building.

Janet Stoffer's volunteers—She has approximately five volunteers per shift signed up, plus one Board member is assumed to work with them. On the Friday before each sale, four-to-seven volunteers will come to sort the books in the boxes, which were assumed to be put on the tables already. Since we no longer have Thursday for set-up, we won't have the boxes already on the tables. She also still needs cashiers.

Dave Wessely moved to accept the committee reports. Nancy Baldauf seconded it. Motion passed.

## **BOOK SALE**

All were invited to meet with Lyn Crouse on Friday at 1 PM at Taylor to review the garage layout for the upcoming sales, and to begin by undergoing safety training. They were given a rough draft sketch of the garage layout. There will be no “Hold” area this year.

Adam Matthews distributed a beautiful full-color ad for the sale, which will be posted on library doors and online. He will add a line saying “cash or checks only” or “no credit cards”. Celeste asked for copies to be mailed to our roughly 70 Friends members with an added message from her.

There are approximately 15 parking spaces. We reminded him that Lyn Crouse told us arrangements would be made with the business behind them to borrow their fenced parking lot for the Saturday sales.

The library is going to price the furniture items still stored in the garage and we will sell them, with the money being added directly to our book sale profits.

Dave will loan us two dollies to move the boxes out to the tables. Kathy will loan us a cooler for staff. Maggie will purchase ice and water for staff, as well as hand sanitizer and disposable face masks. Adam will provide laminated signs insisting on wearing face masks at all times, since they already use some for the libraries, as well as laminated signs for “Parking” and “Book Sale” (at corner of Taylor and Ternes).

We discussed tables versus wheeled book carts. Since we can only have 25 customers inside, Maggie suggested wheeling books outside the open garage door so people in line waiting to enter can shop for books there in the open, which is safer than inside and will keep them from getting impatient and leaving. Should the tables/carts inside be set up in a U-shape, with entrance being at the southeast door and exit as the southwest? We’ll consider these items on Friday.

Maggie will bring the money, including \$100 in quarters, each Saturday morning, and will pick it up at the end of that day’s sale.

Next month’s meeting will be 2 p.m. on October 5<sup>th</sup> at Taylor Street.

Meeting adjourned at 3:58.

Respectfully submitted by Jane Leavell.