

**Friends of Black Earth Public Library Meeting Minutes
January 8, 2025**

Present: Kirsten Rogers (Interim Library Director); Nettie Koenig (President); Celia Westemeier (Vice President); Marie Pecquex (Treasurer); Kathryn Wachs (Secretary); Brenda Pulvermacher (Member-at-Large); Caro Smith (Member-at-Large)

1. **Call to Order.** The meeting was called to order by Nettie at 3:50 PM.
2. **Approval of Last Meeting's Minutes.** Reviewed and approved. (Marie motioned/Celia second).
3. **Treasurer's Report.** Marie reported our balances: \$11,835.42 in our checking account and \$41,447.55 our Vanguard Funds. Marie also reported on our 2024 revenues. Overall, 2024 revenues (\$14,013.15) are up 12% from 2023.
 - New Business:
 - Marie has applied for a Wisconsin sales tax exemption certificate for the Friends. She will supply copies for Board members to use when making purchases for the Friends.
 - Marie will also research the requirements/process for supplying statements for donors to use for tax purposes.
 - Marie will draft an investment and gifting policy to be presented at the next board meeting.

Treasurer's Report was reviewed and approved (Caro motioned/Brenda second).

4. Library Director's Report.

- The Library's new Director, Carla Huston, will be starting on February 3, 2025.
- Kirsten will continue to maintain the library's website.

- The Library's Strategic Plan was approved by the Library Board in December.
- The Annual Report will be completed by Kirsten and presented to the Library Board for approval in February.

The Library Director's report was reviewed and approved (Kathy motioned/Annette second).

5. Membership:

- Bulk Mail campaign during National Friends of Library Week update.
 - Twenty-two new members were added. 2024 membership is up by 143% over 2023.
 - The next membership campaign will again take place during National Friends of Libraries Week, October 19–25, 2025.
 - At this time, the Board is planning an email rather than print campaign.

6. Software Update.

- After reviewing a number of options and consulting with other Friends groups in the area, the Board has decided against the purchase of donor management software at this time.

7. Silent Auction Art Sale.

- Final Numbers.
 - \$2,515.00 was raised during this year's auction.
- Caro will include an acknowledgement and thanks to our donors in the January newsletter.

8. Upcoming Fundraisers.

- Trivia Night.

- Mazo is hosting: Volunteers are needed.
- Gary Olsen once again arranged for a \$250 Thrivent Card to be used for food for the event. Thrivent also provided T-shirts. Annette will suggest to Brian that the shirts might be gifted to the winning team.
- Changes to the Fundraisers for 2025.
 - Book Sale to move to the village garage sale weekend in April.
 - Annette will confirm the dates for the sale.
 - Gary Olsen suggested that we consider adding a Brat Fry at the Shoe Box to our fundraisers schedule.
 - Annette will research.
 - The Business Raffle Baskets were well received at the Silent Auction. The Board will discuss an expansion of this fundraiser at our next meeting.
 - The Board will also review our Pie Sale when we meet next. Some suggestions to refine the event include: eliminating the pre-sale of pies, offering individual desserts, and exploring the idea of bringing in ice cream.

9. Library Window Signage.

- The Friends will sponsor new Library window signage. Kirsten will research vendors and will submit an estimate to the Friends' Board.

10. Letterhead for Friends.

- Caro shared a design for letterhead for the Friends and will also create a design for a #10 envelope.
- Caro will send the designs to Econoprint for printing.

11. Library Board Meeting (12/19/2024).

- Caro attended and shared updates from the Friends.

12. May Elections.

- By-Laws Article IV – Officers & Elections
 - Section 1: The Officers shall be President, Vice President, Secretary, Treasurer and 2 At Large Members
 - Section 2: Officers shall be elected at the annual meeting by a majority of those members present.
 - Section 3: Officers shall serve a term of two years and may be elected for consecutive terms with the President and Treasurer elections held in even numbered years and Vice President and Secretary elections held in odd number years.

The only position currently up for reelection is Secretary. Kathy Wachs is interested in continuing in this role.

13. Schedule Next Meeting. Our next meeting will be held on March 26 at 3:30 PM. Kathy will reserve the Village meeting room for this date.

14. Adjourn. The meeting was adjourned at 4:45 PM.