

**Friends of Black Earth Public Library Meeting Minutes
March 26, 2025**

Present: Carla Huston (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 3:32 PM.
2. **Approval of Last Meeting's Minutes.** Reviewed and approved. (Nettie motioned/Marie second).
3. **Treasurer's Report.** Marie reported our balances: \$12,760.92 in our checking account and \$42,213.41 our Vanguard Funds for a total of \$54,974.33.

New Business:

- A 990 return has been filed with the IRS by our accountant on behalf of the Friends.
- Marie shared the "Guidelines for Giving" excerpted from the Association of Library Trustees, Advocates, Friends and Foundations. Accordingly, the Board voted to begin releasing funds for pressing library needs while still reserving funds for a future library remodel/building project.
- The following purchase requests for the library were presented and will be approved when final invoices are presented: new library signage for the front of the building (approximately \$100.00); window clings to replace deteriorating mini blinds (approximately \$500.00); a Cricut cutting machine (approximately \$300.00); and a one year subscription for the Cricut software (approximately \$95.00).

- Carla will work on developing a "Wish List" for future purchases which may include resources for adult summer programming. Carla will also assess the computers available for patron use and report on their condition and anticipated lifespan.
- Nettie will contact Brian regarding the possibility of increasing the amount of the scholarship awarded by our two libraries through the Wisconsin Heights Educational Foundation.

Treasurer's Report was reviewed and approved (Kathy motioned/Celia second).

4. Library Director's Report.

- Kirsten continues to provide excellent programming for children and teens allowing Carla to focus on adult programming.
 - Carla is planning to develop a survey to help inform programming decisions for adults.

5. Upcoming Fundraisers.

- Book Sale.
 - Sale will be held during garage sale weekend (April 24-26).
 - 4/24: Set-up at 9:00 AM. Sale from 10:00 AM to 2:00 Pm.
 - 4/25: Sale from 9:30 AM to 2:00 PM.
 - 4/26: Sale from 10:00 to 12:00 PM. Clean up will begin at 12:00 PM with unsold books moved to the basement.
 - Books will be offered for \$5.00 per bag again this year.
 - Nettie will contact Mazo Graphics & Print to order 5 tote bags which will be offered for sale during our book sale.

- Nettie will follow up with Kris Evans about the possibility of providing a coupon for food/beverages at Black Earth Lanes as an incentive with the purchase of two bags of books-while supplies last.
 - Nettie will post a sign-up sheet in the library for Book Sale staffing.
- Business Baskets.
 - Carla has experience with fundraisers involving business basket raffles and is willing to advise.
 - Marie suggested that our raffle be held during our annual August pie sale.
 - Given the lead time needed to organize this fundraiser and the need to procure a license to operate the raffle, this fundraiser will be moved to the summer of 2026.
- Janet Balster Post prints.
 - Janet Balster has generously donated a set of prints which will be offered for sale at our Silent Art Auction.
- Brat Fry. The Board decided not to pursue this fundraiser at this time.
- Pie Sale.
 - Nettie will contact Culvers Cross Plains about the possibility of offering ice cream this year.
 - Final plans for the sale will be discussed at our May board meeting.
- Promoting sale of T-shirts/Totes/Blankets.
 - Nettie and Carla will coordinate with Mazo Graphics & Print to formalize the procedure for placing orders, delivering payments, and receiving and delivering completed orders.

9. Library Window Signage.

- Caro will explore the options at Vista print as well as at Mazo Graphics & Print.

10. Letterhead for Friends.

- Caro designed new letterhead and envelopes for the Friends, arranged for printing, and delivered the finished products this afternoon. The Board would like to thank Caro for leading on this project and delivering a great product.

11. Library Board Meeting.

- Nettie attended and shared updates from the Friends.
- Nettie also reported that the Star News will become The Times Tribune beginning April 1st. Kathy will reach out to make sure that we have the correct contact information for future news releases.

12. Meet & Greet for Library Director.

- The Friends will host a Meet & Greet for Carla on May 8 from 2:00-4:00 PM.
- Nettie will create an announcement for the event to post on Facebook.
- Marie will purchase supplies, treats, and beverages.

13. 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.

All current Board members plan to continue in their roles. The only position currently up for reelection is Secretary. Kathy Wachs is interested in continuing in this role.

14. **Schedule Next Meeting.** Our next meeting will be held on May 14 at 4:00 PM. Carla will assume the responsibility of reserving the Village meeting room for Friends events and has reserved the room for both May 8th and May 14th.

15. **Adjourn.** The meeting was adjourned at 5:15 PM.