

South Milwaukee Friends of the Library Meeting 7/27/23

Attendees:

Tristan Boswell - Director
Erin DeMont - Secretary
Sue Hebner - President
Cheryl Spychalla – Treasurer
Sandy Moen – Vice President

Called to Order: 7:07pm

- Approval of Agenda – motion by Erin, seconded by Cheryl, all in favor – motion passed
- Communications from public members – postponed to next public meeting
- Board Members – bylaws say we should have 5, we have 4.
 - Former president serves an additional year per bylaws, but Sandy is already serving as Vice President this year; we could ask Nancy Senn to be a 5th as a former president.
 - Sue will reach out to Nancy to gauge interest. She would need to serve until the end of the year and then we could rectify with elections.
 - Sue moves that if an immediate past president is an officer and cannot serve, we ask the next most recent; Erin seconds, all in favor – motion passed.
- Roberts Rules of Order going forward
 - Tristan suggests presenting agendas similarly to how the Board of Trustees does, on library website; library will be housing resource for Friends documents.
 - Sue has been writing agenda and sending out two weeks ahead of meetings – Tristan will capture and store it on the website; same for minutes post-meeting.
 - Motion by Erin to use Robert’s Rules to dictate agendas and minutes and for the library to house both on their website; Sue seconds, all in favor; motion passed.
 - Should Board members and terms be listed on website? Yes
- Financial Statement – idea is formalizing how we approve financial statements similar to how the Board of Trustees do so, approving checks and expenses at each meeting.
 - At each meeting, treasurer would present financial report, attendees could review, then we would approve by motions each expense line.
 - Also, might be worth getting a debit card to ease small expenses going forward; Board is split.
 - We will also want to approve annual report at meetings before it gets sent to the state.
 - Sue moves we create annual budget at the beginning of each year, approved by membership, then also review purchases and checks approved by president and treasurer via a financial statement at each meeting. Erin seconds, all in favor – motion passed.
- Grant Funds – what is the best way to approve checks/purchases in a timely manner so Tristan can pay for what she needs to with our grant funds?
 - Can it be done via email? Would said email come from Sue or Tristan?

- Approval should be sought via email to Board members by Director before money is spent.
 - Multiples can be sent on one email.
 - Sue will then make a motion via email and Board members will respond.
- Current Expenses for discussion
 - Sue makes motion we spend \$3045 to Insight Computers for four computer towers and related services, Erin seconds, all in favor – motion passed.
 - Sue moves we approve \$5700 for beam projector for children’s area (in 4 monthly payments of \$1425), Cheryl seconds, all in favor – motion passed.
 - Cheryl will deliver the relevant checks to the library tomorrow, Thursday 7/27; Sandy will cosign.
 - Sandy will remain as second signature until next election of officers in December.

Adjourned: 7:55pm

Next meeting date: September 14, 2023; 6pm