

North Riverside Library
Foundation and Friends of the North Riverside Library
Monthly Meeting 11/21/23

Attendees:

Annette Corgiat
Kathleen Spale
Lenora Giurini
John Mathias
Stephanie Lanken
Natalie Starosta
Marge Hook
Nadia Nammari

Call to Order: 6:40pm

Approval of meeting minutes from 10/17/23
Motion by John and seconded by Lenora
All in Favor: Yes

Updates from the Library Board: Annette stated there is nothing to report and that there will be no Library Board meeting in December. The next Library Board meeting will be in January.

Update from the Library: Natalie reported that there are multiple winter and holiday programs organized by the library. The Holiday Open House will be on 12/6/23 from 6:00pm-8:30pm and will coincide with the Holiday Tree Lighting Ceremony at the Village Commons. The Foundation and Friends will have a table set up in the meeting room. The Foundation and Friends will be selling stuffed animals and handing out apple juice and cookies. Kathleen, Nadia, Annette, Lenora, and John will be in attendance. Natalie will be leading the open house for the library.

Treasurer's Report: John reported multiple transactions as stated on the report. He specifically mentioned donations and expenses from the October 2023 Author Event, expenses for purchasing additional stuffed animals, and interest earned on several bank accounts. He discussed the balances on all accounts. John reported that Illinois form 990 finally cleared. Lenora discussed that the Foundation and Friends should keep tracking where cash is coming from for donations and when customers pay to attend events. John mentioned that he has used the new form to request reimbursement from the Foundation and Friends.

Approval of the Treasurer's Report
Motion by Lenora and seconded by Nadia
All in Favor: Yes

Approval of \$8.65 for reimbursement on certified mail
Motion by Lenora and seconded by Annette
All in Favor: Yes

Grants: Natalie stated no updates at this point.

Letterhead: Annette said no updates at this point.

Cookbook: Natalie reminded everyone to submit recipes by the beginning of February. This is to celebrate the 25th anniversary of the North Riverside Library building.

Volunteer Form: Natalie and Kathleen discussed potentially creating an official volunteer form for people to complete if they are interested in volunteering for Foundation and Friends events. Everyone agreed that the form is not necessary as the majority of volunteers for programs are members of the Foundation and Friends.

Newsletter and Advertising: John discussed that the Foundation and Friends cannot legally have access to the library e-mail database. He created a Happy Holidays announcement that would be placed in the Bookmark newsletter and electronic newsletter sent out by the North Riverside Library. He suggested continuing to submit information about current Foundation and Friends events for the Bookmark and electronic newsletter. Natalie suggested that the Foundation and Friends can send an e-mail to Karen, a staff member at the North Riverside Library. She can then place the information in the electronic newsletter. Natalie stated that about 1,500 people receive the electronic newsletter.

Business Cards: John suggested creating business cards in 2024 for the Foundation and Friends that can be handed out at community events.

Library Consultant: There was a discussion about hiring the library consultant, Lauren, to assist with recruiting members, program creation, and outreach to the community. Lauren visited the library for both the Author Event on 10/15/23 and for a meeting where she explained her business plan on 10/24/23. Lenora discussed that before hiring the consultant, the Foundation and Friends needs to ensure that the board has the resources and time commitment to implement Lauren's recommendations. Nadia was supportive of hiring Lauren and thought that it would be a good idea to have someone outside of the library review procedures and ideas for potential programs. Stephanie thought it would be beneficial to have a review of foundation programs. Marge was also supportive of Lauren's ideas for the library. Kathleen stated that Lauren's fee is \$1,500 dollars, and that she can start her consulting in January. Lenora also spoke in favor of hiring Lauren.

Approval of payment not in exceed \$2,000 for the hiring of the Library Consultant
Motion by Lenora and seconded by Annette
All in Favor: Yes

Purchase Request Form: Kathleen stated that there is a new form and procedures when the North Riverside Library has a formal request for funds from the Foundation and Friends.

Lower-Level Library Remodeling: Kathleen discussed the potential request for funds from the North Riverside Library of \$10,000 for remodeling of the lower-level of the library. Natalie stated that the total expected remodeling cost would be \$60,000. The expected funding so far is about \$21,000-\$31,000 as of now. Nadia stated that she would like more information on what the funds contributed by the Foundation and Friends would be allocated to during the remodeling. Kathleen mentioned that the Foundation and Friends should discuss the request with the attorney to ensure that the remodeling is within the bylaws of the organization. Lenora discussed that funds could potentially be contributed to remodeling a room for technology purposes. John stated that he would also like additional information on the remodeling plan. Natalie will be providing more information and the request was not put to a vote. Natalie stated that she did not need a firm commitment from the Foundation and Friends until January. Kathleen suggested having an additional meeting in January before the monthly meeting to specifically discuss the request.

Giving Tuesday: John and Natalie discussed upcoming Giving Tuesday on 11/28/23 for library donations.

Holiday Open House: The set-up will begin at 5:00pm, and the event begins at 6:00pm. The Foundation and Friends will provide apple juice and cookies for participants. Annette has agreed to pick up the snacks for the event. Nadia said she can attend and pick up anything else as needed.

Approval of \$150 for snacks

Motion by Lenora and seconded by Nadia

All in Favor: Yes

Upcoming Programs: The Foundation and Friends will discuss upcoming programs in 2024 at the January meeting. The potential fundraisers and events include a Spark Book Fair, a bingo event similar to the sold out program at the Riverside Library, and a mini golf program at the library. There is also the potential for another author program in the next few months.

Adjournment: 8:23pm

Motion by John and seconded by Lenora

All in Favor: Yes

Meeting Notes Completed By: Nadia Nammari

Submitted on 12/11/23