

Minutes from Mendon Library Board Meeting

January 14, 2016

Board members present: Katie Child, Rick Shelton, Mandy Powell, Janet Willardson, Bonnie Odd, Lisa Robins, Ryan Yonk

Board members absent: Karole Sorensen, Mayor Ed Buist, Kris Whoolery (on leave), Paul Willie, Millie Smith

November's minutes were approved by the board at the January meeting.

RAPZ funding

As per the 2016 RAPZ funds, the library board proposed having the purchase orders for in place before the end of March to avoid losing the funds. The RAPZ funds will be used to purchase books. The board discussed applying for \$100,000 in RAPZ funds for 2017.

Library shelving

The library board talked about having the building contractor give the board a bid on building the library shelves. This would be a supplemental bid, aside from the bid for the building.

When applying for grants or other funding, the board can state that it has raised \$250,000 in private donations.

Val Potter, from the county council, might be a good friend to the project and help support funding. Ryan said he would talk with Val.

Library kits

Bonnie reported on her research into purchasing a starter pack for the library. She has contacted Perma-Bound Books, which specializes in indestructible books. This company is willing to give the library a 7% discount as well as provide shelf-ready books. Bonnie reported that Perma-Bound Books will work with any budget. She said you tell the company how much you want to spend, and the company puts together a list of books. However, you can customize the book order. Additionally, you can tell the company how much you want to spend in an area, such as young adult or children's books.

Bonnie and Katie will meet and put together a purchase order using the RAPZ funds.

Bonnie reported that Follett is not as interested in our business and is not returning her calls.

Fundraising

The board discussed fundraising ideas. The board expressed interest in having a fundraising event linked to an existing community celebration, such as May Day or the 24th of July.

Ryan said there are two ways to handle fundraising: You can appeal to the masses with a low-cost event, or you can reach out to a more exclusive group with a higher price point event. The board expressed interest putting together both types of fundraisers.

For one fundraising event, the board talked about holding a catered dinner at the Mendon

Station after the building's completion. After the dinner, guests could attend a reception in the new library. The library board would sell the tickets. The library board discussed finding an initial underwriter to cover the cost of the food.

For a general fundraising event, the board favored having a lunch during the 24th of July celebration. This event should have a theme, such as Dr. Seuss, and would be affordable for families.

Reading room

The library board talked about soliciting donations for the reading room. Katie said she would approach Ron Campbell of Campbell Scientific sometime in the future about donating. The board also suggested getting to know the other Campbell Scientific stock holders.

The board discussed securing an on-going endowment, but Ryan said multi-year pledges are more common.

Library completion schedule

Katie said the city council is accepting bids for the construction of the building through February 11. The building should be finished by October. The board discussed hiring the librarian one month before completion, tentatively beginning August 1.

Bonnie will check with Follett software about opening an account in July.

10-year vision

The board discussed long-term goals for the library. The following ideas were suggested:

- Movie in the park, targeting the youth.
- Children's programs, such as storytime
- Tutoring in the library

Ryan suggested the board also look at budgetary goals and how we can increase the funding through fundraisers.

City council schedule

Katie proposed the following schedule for board members to attend the Mendon City Council meetings:

2016

February 11:	Bonnie
March 10:	Janet
April 14:	Ryan
May 12:	Mandy
June 9:	Lisa
July 14:	Rick
August 11:	Katie
September 8 :	Janet
October 13:	Mandy
November 10:	Bonnie
No city council meetings in December.	

Financial report

Rick has reconciled the library financial account and provided a financial report to the board. Katie will provide Rick with more details about revenue sources when making deposits.

Trustees for the Friends of the Library

Ryan set up the Friends of the Library as a non-profit, legal entity that can accept donations. The following were added as trustees:

1. Katie Child
2. Janet Willardson
3. Mandy Powell

Katie will meet with Ryan at his office to have his accountant set up a basic budget for the library board.

Katie asked Lisa to add Karole Sorensen to the email list.

The meeting was adjourned until Wednesday, February 3, 2016, at 8 p.m.