



Peachtree City Library, Incorporated
Friends of the Peachtree City Library
201 Willow Bend Road
Peachtree City, GA 30269

FRIENDS OF THE PEACHTREE CITY LIBRARY MINUTES
WRITERS ROOM, PEACHTREE CITY LIBRARY
SEPTEMBER 18, 2019 - 1:00 PM

Attendees: Jan Allis, Dick Allis, Lani Clancy, Jody Oldham, Rebecca Watts, Janice Dukes, Jill Prouty, Lee Eltzroth, Donn Blosser, Jerry Kahn, Ruth Arthur

1. Call to Order/Introductions:

- The meeting was called to order by President Lee Eltzroth and introductions of the Board officers and attendees were made.

2. Approval of Minutes of Last Meeting:

- The minutes of the May 22, 2019, meeting were approved.

3. Treasurer's Report:

- Jerry Kahn presented the Profit and Loss Statement and the Balance Sheet as of August 31, 2019. These documents are provided in Attachments 1 and 2.
- The checking account balance as of September 17, 2019, was \$17,106.34.
- The Children's Book Sale realized \$2,063.00.
- Form 990-N was filed with IRS for tax year ending May 31, 2019.
- If events with PayPal fees are completed the money will be transferred to checking. Please inform the treasurer prior to initiating event invitations so a budget can be submitted prior the event launch.
- Dated receipts for expenses to be reimbursed need to be submitted in a timely manner with the event identified.
- FOL has a tax-exempt card at Staples, Office Depot and Amazon.

Membership Report:

- Ruth Arthur reported there are 81 members, with 44 having paid membership dues for 2019. There are 13 sustaining members and 2 corporate memberships.

4. Old Business:

- The revised Bylaws were approved after discussing the changes made which included:
 - A re-ordering of the purposes of the Corporation
 - Allowing the dues amount to be set by the Board as needed rather than stated in the Bylaws,
 - Allowing the Bylaws to be amended or additional by-laws to be adopted by a majority vote of the Board.
 - The addition of three at-large board members
 - The addition of a library representative as a non-voting member of the board

5. New Business:

- Policies are being drafted including a Conflict of Interest Policy, a Non-discrimination Policy, and an Expense Reimbursement Policy. Also, a new membership form is being drafted. These policies are needed in the event of an IRS audit of a non-profit organization.
- President Lee Eltzroth introduced three additional at-large members of the Board who were affirmed by unanimous approval. The new members are:

Rebecca Watts - co-coordinator of the Arts Initiative Program and coordinator of the History Room. She reported that the Arts Initiative will begin its 5th year in 2020 and is preparing its 2020 schedule. Plans are to continue the art exhibit change-outs six times a year and continue with Art Sundays. The art shows were expanded in 2019 with the new juried art show.

History Room - Rebecca said there is a core group of eight volunteers out of the 16 who initially expressed an interest, and that there were 434 logged hours in the room since mid-May while others work at home.

Jody Oldham - Volunteer Coordinator. Jody reported that the training program for new volunteers has been changed to an initial two-hour group session followed by a second individual session. There are 56 volunteers including those working in the History Room who logged 407 volunteer hours in August. Jody indicated a need to distinguish between the library volunteers and those involved with the History Room.

Tracy Ford - Children's Department volunteer. Since Tracy was unable to attend this meeting Janice Dukes represented her. The book sale brought in over \$2000 this year. Some of nicest books donated were not sold but will be sent out to be cataloged and remain in the library. The sale funds are never enough to support the summer reading program, but the increased amount has brought down the budget for the Friends support of the program. Other programs in the works are a women's history program, a science program, a storytelling workshop and a mommy and me sign language program. Needed in both children's bathrooms is a step and wash for the children to more easily reach the sink. Discussion was had regarding if this should be a City of Peachtree City purchase or be considered by Friends.

6. Other Business:

- The library has applied to the Digital Library of Georgia (DLG) for a grant to place online some of the materials held by the Joel Cowan History Room which would link our materials to DLG, and in turn to the Digital Library of America. This would necessitate permission for the right to do so from the City of Peachtree City. The Board would like a volunteer to search out grant opportunities.
- FOL Week is October 20-26. Ideas for participation include a manned information table at the front of the library, a “meet your friends” social with snacks and beverages, and bookmarks or buttons to give out with the membership form.

7. Next Meeting Date:

- November 20, 2019 at 1:00 PM in the Writers Room

8. Adjourn:

- The meeting was adjourned at 2:15 PM.

9. Attachments:

- FOL Profit and Loss Statement
- FOL Balance Sheet

Recorded by Ruth Arthur, Secretary