



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

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MINUTES OF THE BOARD OF DIRECTORS MEETING  
WRITERS ROOM, PEACHTREE CITY LIBRARY  
NOVEMBER 13, 2019 - 1:00 PM

Attendees: Rebecca Watts, Jill Prouty, Tracy Ford, Lee Eltzroth, Donn Blosser, Jerry Kahn, Ruth Arthur

1. Call to Order/Introductions:

- The meeting was called to order by President Lee Eltzroth and the introduction of the new Board member, Tracy Ford, was made. Tracy is a volunteer in the Children's Department.

2. Approval of Minutes of Last Meeting:

- The minutes of the September 18, 2019, meeting were approved as modified.

3. Treasurer's Report:

- Jerry Kahn presented the Profit and Loss Statement and the Balance Sheet as of October 31, 2019. These documents, along with the Treasurer's Report, are provided in Attachment 1.
- Income through October 31<sup>st</sup> was \$21,896.12 and expenditures were \$13,908.68
- The checking account balance as of November 12, 2019, was \$26,505.82. Effective November 4, 2019, Fidelity Bank has transitioned to Ameris Bank.
- The profit and loss positions of the FOL sponsored events were reviewed.
- Budgets for 2020 need to be established for FOL programs: Art Initiative, History Room, Children's VRP, book purchases, book processing, FOL events, and other foreseen expenses.
- FOL members will start utilizing the expense reimbursement request form in accordance with the Expense Reimbursement Policy. Library staff is exempt from using the form.

#### 4. Membership Report:

- Ruth Arthur reported there are 85 members, with 50 having paid membership dues for 2019 and one who has renewed for 2020. There are 15 sustaining members and 2 corporate memberships.
- The use of membership cards was discussed with suggestions including sending cards by email or having a sticker to attach to the library card.
- Renewal letters will be sent out at the end of November to encourage renewals for 2020 with a note that those who have recently joined or renewed to disregard the request.

#### 5. Old Business:

- The following FOL policies were approved unanimously and provided in Attachments 2 through 5:
  - Conflict of Interest Policy
  - Non-Discrimination Policy
  - Expense Reimbursement Policy, and Form
  - Document Retention and Destruction Policy
- The Expense Reimbursement Policy forms require approval by an officer other than the CFO. It was agreed that an email approval is acceptable in lieu of a physical or electronic signature.
- National Friends of the Library week was held October 20-16, 2019. A table was manned by members for two hours on three days where information and bookmarks were given out. Approximately twenty-four patrons stopped for information. A Meet Your Friends social was held one morning with 17 visitors. That night Moe's restaurant contributed 20% of the receipt totals when patrons placed their receipt in the Friends bucket. The amount is not yet known.

#### 6. New Business:

- Paul Lentz requested endorsement of the Board for a "Book Release Party" for his and Delayne Ryms' books with proceeds of all of his books sold going directly to the Friends. The Board agreed to this request and will provide volunteers for set up and clean up. The Board voted to designate Paul an Honorary Life Member of the Friends in acknowledgement of his long-time dedication to the Friends.

#### 7. Announcements:

- An anonymous donor has made a donation of \$10,000 with the stipulation that no publicity surround the donation. This donation could be the first of three. Specific use of the funds would be for the Floy Farr Room and the Joel Cowan History Room. Ideas for the Joel Cowan History Room include a new more powerful computer, smaller tables and chairs, and an upgrade of the exhibition cases displaying Peachtree City artifacts. Donor funds could be used to contract with someone to design a website for the History Room.

- The donor would like to see a reassessment of the design of the Floy Farr Room. Suggestions include new moveable tables and chairs, a new podium and a better use made of the photographs that are now on one wall. Also included would be a pull-down screen so the present blank wall could also hold artwork. The president suggested coordinating with the Art Initiative for original paintings or photography.
- Contracting for an FOL website and social media sites would be covered by FOL funds. The website would hold our Bylaws, Board member contact list, links to the History Room and the Art Initiative, and contacts for any library activities supported by Friends.
- Art Initiative and History Room:
  - Rebecca Watts reported that the new brochure entitled Take the Art Tour, was sent to members of the art community. The brochure includes a map of the library indicating the exhibits all over the library and the 2020 schedule.
  - The January/February textile art preview is in process.
  - The library received a grant for services from the Digital Library of Georgia (DLG) for the History Room. All digital copies will reside on the Peachtree City server and the DGL will provide links to the digital form from the metadata (catalog record) that it will create and have on its website.
- Volunteers:
  - Lee Eltzroth reported for Jody Oldham in her absence that volunteers logged 297 hours in the month of October which included 73 hours in the History Room. There is still a need to identify those who volunteer only in the History Room.
- Children's Department:
  - Tracy Ford reported that the library received about an \$800 portion of a \$5,000 grant to the Flint River libraries from Keller Williams, Atlanta Partners through the Kares 4 Kids program. The Griffin library staff selected board books for each of the libraries since these books are the most cost effective to purchase and process. The Peachtree City library received about 120 board books. The books are being processed and prepared for check out.
  - The Step 'n Wash for the children's bathrooms, discussed during the September 18, 2019, meeting will be installed by the City as part of the bathroom renovations.
- Other New Announcements
  - The library will be closed the entire week of Thanksgiving for staff training on Monday, renovations including the bathrooms and the Thanksgiving holidays. It was requested that a representative from the Board attend to explain the role of Friends, how we can support the staff and offer suggestions on how they could help Friends.
  - Jill Prouty announced that the downstairs theater was almost finished. It will seat 18 in stadium seating and the projector is state-of-the-art. The library has a license

to show movies and the theater will be used for sponsored activities only with no rental to outside groups.

8. Next Meeting Date:

- January 22, 2020, at 1:00 PM in the Writers Room

9. Adjourn:

- The meeting was adjourned at 2:40 PM.

10. Attachments:

- 1: Treasurer's Report
- 2: Conflict of Interest Policy – Approved
- 3: Non-Discrimination Policy – Approved
- 4: Expense Reimbursement Policy, and Form – Approved
- 5: Document Retention and Destruction Policy – Approved

Recorded by Ruth Arthur, Secretary