

Friends of the Joliet Public Library – Minutes February 19, 2022

1. Convene and Call to Order: Meeting was called to order at 10:05 a.m.
2. Roll Call: Members Present: Dave Hlavac, Linda Aguilar, Frankie Overcash, Ted Overcash, Mallory Hewlett, Ethel Garrett, Marilyn Bohner, Ron Likovic, Paul Rak
3. Agenda Additions: Funding request – sent in an email and a restaurant fundraiser proposal
4. Treasurer's Report: see handout for detailed report of income and expenses
2021 Annual Report
Beginning balance as of 1/01/21 = \$32,961.04
Total Income = \$24,904.91
Total Expenses = \$4,339.67
Ending Balance as of 12/31/21 = \$53,526.28
Motion to accept the Treasurer's report was made by Marilyn; second by Paul; motion approved.
5. Read and Approve Minutes:
 - Motion to approve the minutes was made by Frankie; second by Marilyn; motion approved.
6. Library News: Mallory Hewlett, Liaison
 - Masks will no longer be required to enter the library buildings after February 28. The Youth Services Department may implement a mask requirement for some of their programs, but no decision has been announced yet.
 - Kayla Sorensen has been hired to replace Denise (previous liaison to the Friends who retired in 2020) starting March 1. She will attend our next meeting.
 - Megan approved the ongoing book sale at Black Road to be moved back to its previous location. Shelving from other parts of the library will be available for our use as the library is reconfiguring other areas. Building Services is working on setting it up, however, patience is requested as they are currently short staffed.
 - Progress on the Ottawa Street remodel: the lobby and history area look good; other parts are still under construction. We will need to wait until the first floor is finished before we set up the ongoing sale. There is a prominent space planned for it on the first floor. The entire remodeling project is expected to be complete by the end of this summer.
 - Star Wars Day has been reinstated and scheduled for June 4, 2022. The Joliet City Council directed the library to continue to host this event due to the large number of people it draws to the downtown area. The city will help by providing police and fire department support. The Joliet City Center Partnerships and Chamber of Commerce will help with volunteers.
7. Committee Reports:
 - Membership:
 - The database in Google is current and is regularly updated. When we get the new software, we will send information to everyone on our current list to make sure it is accurate. We also need to update the library staff data in our system.
 - The new software/database should be up and running by the next meeting. Dave and Paul are working on it. It will have other features that make it more useful.
 - No new members have joined since the November meeting.

- Library Webpage has been updated with our 2022 meeting dates. We would like to know how many people click on our page, how they navigate to our page, etc.

8. Old Business:

- Thrift Books Update: see handouts for more information
 - Sales for this month (February) so far have resulted in a profit of \$260. Last month we sent them a lot of books and made \$755, however, from that total we had to pay \$373.75 for freight (we share that cost with Thrift) so our profit was \$381.97.
 - The currier service charges us per each way which means we pay to have bins of books picked up, and we pay to have empty bins delivered. There was some discussion about the feasibility and cost of doing this ourselves. Thrift's warehouse is in Aurora, IL.
 - Our members who scan books are sending more items Thrift wants by using the scanning codes on their website. If a book scans green, that means they want it. If not, we can send it anyway and hope it sells or save it for our own sales. They do not want magazines, play-aways, or encyclopedias.
 - A suggestion was made to sort books into 4 categories: Thrift, Ongoing Sale, Fall/Spring Book Sales, Recycling/Garbage.
 - There was some discussion about what to do with books that Thrift doesn't want and that don't sell at our sales. Do we need a recycling service? Will County Green hosts a free book exchange event in June. What about vintage books? Dave will check to see if there is another seller we can use.
- Follow up on Little Free Libraries: Anita asked for more children's books. Ron is working with her to provide them.
- Discussion on logistics during construction and going forward. Ongoing sales. Current inventory (OSB), Scanning/Thrift bins, Tracking shipments:
 - Most of this was already discussed. We have lots of books in the attic (about 30 carts plus what's on the tables and the floor). We may need to send 2 or 3 boxes at a time to Black Road to be sorted and scanned. Eventually, we will have a Friends room again in the basement to sort/scan books, and to store what we want for the ongoing sale and fall/spring sales. We will be able to use a separate entrance on the Clinton St. side of the building.
- United for Libraries subscription status: Paul gave the form to Frankie to send in. This will give us online access to their resources and magazine. It will be available at Black Road.

9. New Business:

- Funding Request: Megan Millen, Mallory Hewlett, and Jim Deiters requested the Friends be a \$5,000 Event Sponsor of Star Wars Day 2022. Although it was not in the budget, the library was asked to host Star Wars Day again this year by the City Council because it draws almost 10,000 people to downtown. Due to Lucas Film and Disney regulations, attendees cannot be charged anything; library events are always free.
Motion to approve the request was made by Marilyn; second by Ethel; motion approved.
- As mentioned in the Library Update, the ongoing sale will be moved back to the area outside of the meeting rooms at Black Road. They are looking for a way to keep a somewhat open look in front of the bathrooms, so we will have to wait to see what it looks like.
- Jim Deiters, the new Deputy Director, suggested using a collection box for people to pay for their books at the ongoing sale at Black Road instead of paying at the circulation desk. An honor system was used at previous libraries where he worked, and people often donated more than the books cost. (Ex: Most didn't ask for change; some people donated without taking books, etc.)

- There was discussion about the need to have the box mounted to the wall (not able to be carried away); who would empty the box and how often; would there be space to have Friends membership applications available next to the box; and was there a complaint from the circulation desk staff about collecting from the sales? Mallory will inquire but does not think this was the case. She will talk to Jim and invite him to come to discuss it at the next meeting.
- A motion was made by Marilyn to table the idea until the next meeting; second by Ethel; motion approved.
- Book sale dates and hours: We will reserve the rooms at Black Road for May 12 – 15. Set up will be Thursday afternoon and Friday. Sale will be Saturday 9 am to 4 pm (Friends only the first two hours) and a bag sale on Sunday 1 to 4 pm. Mallory will put it on the library calendar. Dave will send out emails asking for volunteers.
- Fall sale will be October 13 – 16 at Black Road. Similar times for set up and sale.

10. Announcements: none.

11. Agenda Addition: Restaurant Fundraiser – Chipotle will give us 33% of the sales we bring in – customers must give the code on the flyer when placing their orders. Last time we did this, we received about \$130 from them. Paul has a list of restaurants that participate in this type of fundraiser – percentages range from 15% to 33%. March 4th is the publicity deadline for the library's summer newsletter so if we want this included, we need to let them know. We agreed to do this fundraiser again. Paul will work on the details and implementation.

12. Adjourn time: 12:10 p.m. Motion to adjourn made by Ted; second by Marilyn; motion approved.