

## **Friends of the Horsham Library Board Meeting Minutes September 13, 2023**

The meeting was called to order by President Lynn Robinson at 7 p.m. Board members attending: Lynn Robinson, Catherine Jabusch, Carl Meixsell, Jean Marie Bliss, and Maureen Reichl. Also in attendance were Marie DeRatto, Laura Grossi-Tyson, Angie Mambu, and Carolyn Kushner.

### **Regina Vesely's Report**

Café book sale proceeds of \$ 1,152 are in process.

December 6 (set-up), 7,8, and 9 are available for a book sale. The rooms are in use on the morning of December 6, but we could have them starting at noon.

The museum pass for the Audubon Center is up for renewal. The pass for Bowman's Hill Wildflower Preserve has been processed and is in circulation.

The Tyler Arboretum in Media send a letter regarding museum passes for the facility. The cost is \$300 for 1 year, and a total of 4 people can be admitted on one pass.

Summer Reading came in at \$500 under budget.

The Mary Dare Courtyard project is still under discussion. Feedback was given to the new landscape architect. Bill Walker will coordinate the next meeting.

### **Minutes**

A motion to approve the August 2 minutes was made by Jean Marie Bliss, seconded by Lynn Robinson, and approved by all present.

### **Treasurer's Report**

Catherine Jabusch reported that our net income for the month was positive. The proceeds from the book sale were \$1,040.35 in sales and \$70.40 from the donation jar. Catherine will be able to generate reports showing comparisons between book sales held at different points in time. A motion to accept the Treasurer's report was made by Maureen Reichl, seconded by Jean Marie Bliss, and approved by all present.

### **Membership**

Dolores Matthews, Angie Mambu, and Carolyn Kushner are new members.

A motion was made by Lynn Robinson to add Angie Mambu and Carolyn Kushner to the Friends' Board. It was seconded by Jean Marie Bliss and approved by all present.

## **Ambler Station Singers**

Scheduled for December 16 at 2 p.m. (pending signing of the contract).

## **Book Sale**

Lynn Robinson made a motion to have a book sale on December 7, 8, and 9. December 6 will be the set-up day, and December 11 will be the clean-up day. Catherine Jabusch seconded, and the motion was approved by all present. We do want to sell poinsettias again and need to check with Pat Kohler to see if Kohler Farms can supply. Selling jewelry is also a possibility.

Jean Marie Bliss is aware of an author of children's books. We can have further discussion regarding this person for a reading or a program.

The new Processes and Procedures Manual has detailed information regarding running a book sale.

## **Processes and Procedures Manual**

Marie DeRatto presented an overview of the new Processes and Procedures Manual. It should be viewed as a living document. It is needed because Board members have varying degrees of institutional knowledge, but only a limited amount of information is in writing. (Note: we do have written By-Laws).

The purpose of the Processes and Procedures Manual is to define the processes and procedures involved with the operations that are performed by the Friends of the Horsham Library. Sections include:

- Governance
- Content Management
- Operations
- Appendices

Some of the items discussed were:

- Consider an additional Vice-President (total of 2 serving at the same time) in case of absence of both the President and the Vice-President.
- There is only one Recording Secretary at a time.
- Board meetings are open to the public.

- Last year at the Membership Meeting 2022, all our officers were elected, and all officers' terms are for three years.
- Anyone supervising volunteers under 18 years of age should have a government clearance.
- Categories of people working with the Friends are: Board members, Active members, and volunteers. Board members and Active members can vote.

Marie and Laura Grossi-Tyson will continue working on the Processes and Procedures Manual and share information with the Board.

### **Presidents of Friends Groups Meeting**

Scheduled for September 23. There are limited responses from invitees, but currently a group of 5 is scheduled to meet on 9/23.

### **Future Fund Raising**

Mentioned, but tabled for future discussion: would we consider a campaign to get business sponsors for our programs?

### **Upcoming Events to Note**

Board Meeting October 11, 2023.

National Friends of Libraries Week, October 15-21, 2023. Can we put together a program or event tied to this?

Friends' Annual Meeting, November 8, 2023.

Book Sale dates: December 6, 7, 8, 9, and 11 (clean-up).

Ambler Station Singers: December 16 at 2 p.m.

A motion to adjourn was made by Catherine Jabusch, seconded by Carl Meixsell, and approved by all present.

Respectfully submitted,

Maureen Reichl

Recording Secretary