

Friends of Upper Dublin Public Library  
Upper Dublin Library Conference Room  
Thursday, December 12, 2019

The monthly meeting was called to order at 1:05pm by Friends President, Robert Stutz.

**Board Members Present:** The following members of the Friends Board were present: Robert Stutz (President) Richard Haggard, (Vice President), Jo-Ann Hunt (Treasurer), Karen Preston, Bryan Gillespie, Cathy Murphy (Secretary), and Susan Tofani. Jan Frohner, Jules Mermelstein, and Connie Sugarbread were absent.

**Others Present from Library Staff and Friends:** Cheri Fiory (Library Director). Guests in attendance: Sunny Gross and Eric Johnson.

**Minutes Approval for November meeting:** The minutes from the November Friends regular monthly meeting were approved on motion, with one correction: Page 1, paragraph 4 will be amended to correctly state the capital campaign balance as \$1,985.10. Revised minutes will be prepared by Cathy Murphy and forwarded to all Friends Board members.

**Treasurer's Report and Membership Report:** Jo-Ann Hunt provided a detailed Treasurer's Report. Total Deposits on hand as of November 30, 2019 were \$100,173.42. She noted that the Downton Abbey Luncheon results are still being reconciled, and based on the number of attendees we should have income of about \$1,200. There was a discussion about the process of reconciling costs of the author events, and Jo-Ann clarified that we are not over our budget in this category. Cheri agreed to review the current process for handling costs of these events through Brown Paper Tickets and purchasing books through Town Books. Jo-Ann also provided a separate capital campaign report. The account has a balance of \$2,235.18 as of the end of November. Jo-Ann also updated the membership campaign results, on behalf of Jan. As of this date, we have 198 Friends members, and a second round of appeal letters went out last week. She also noted that there were 7 donations to the Library on Giving Tuesday, thanks to the efforts of Karen Preston and India Frazier. The Treasurer's report and membership reports were unanimously approved by the Friends Board.

**Old Business; Capital Campaign update:** Cheri provided the latest information on the fundraising efforts for 520 Virginia Drive. The "quiet phase" is continuing and the steering committee is making some progress on this phase of the project. She remains hopeful we can

secure a major, transformational gift to support the renovations. The public phase of the fundraising is expected to begin in February, and a planning meeting for this phase is scheduled for December 18. Cheri also notes that construction is ongoing and most recently the drive up book drop construction has started.

Cheri also offered a short update on the used book sales. We are not taking in any more used book donations as of 12/31/19, and are continuing to sell as much of the existing inventory as possible before the move. Linda Walker has also suggested a separate sale of the music CD's before the move, and the group agreed with this plan.

**New Business:** Susan Tofani is working on an application for a grant from the McClean Contributionship Foundation. There was a related discussion about the Friends mission statement, which is required for submission of this grant application. The Board agreed we should use the mission statement language used to support our 501(c)(3) status. The Friends Board also agreed that Karen and Susan will work with India and Molly to put our mission statement on the website, and also include some examples/data describing some of the fundraising activities of the Friends and the programs and events we provide support for.

Cheri advised that the costs for some of the museum passes (which are paid for by the Friends) have been escalating, and some of the sites/museums are imposing new restrictions on usage (e.g., weekday availability only). Cheri will review these changes and will report back to the Friends with her recommendations for how to proceed in the upcoming year. We agreed that we will maintain our budget for the passes at the current spending level.

Cheri advised that Donor Perfect has been selected to serve as the provider for the donor database that is being developed for our fundraising activities. This software will be especially useful for the upcoming public phase of the capital campaign. Karen is currently working with the provider on the details and testing of this new software.

Bryan proposed that videos be used during the public phase of the capital campaign. He will send out a link of some videos that were used in the past that may be useful and could be posted on our website. Karen also suggested that we include planning for our 2020 "thank you" event on the January 2020 agenda.

There was also a discussion about using the "call in" option if a Board member will not be able to attend a Friends meeting in person. We do have call-in capability for this purpose. Members were advised that Cheri and Robert will need to be informed in advance if someone needs to call in rather than attend in person.

Meeting adjourned at 2:55pm.

**Next Meeting: The next Friends' Board Meeting will be on January 9, 2020 at 1:00 pm in the Library conference room.**

Respectfully submitted,  
Cathy Murphy, Secretary