

Friends of Veterans Memorial Library
Monday, June 17, 2019
6:30 pm – 7:30 pm in Library Annex

- I. Call to Order
- II. Agenda Review
- III. Approval of Minutes: May 20, 2019
- IV. Announcements
 - No meeting in July
- V. Reports
 - Treasurer—Anne Heidemann
 - Membership—Brooke Harrison
 - VML—Arielle Hemingway
 - CRDL—Ruth Helwig
 - PR/MD Committee—Mary Anne Zang
 - CRDL Art Committee—Ann Kowaleski, Cindy Smith
- VI. Unfinished Business
 - Little Free Libraries (see memo following committee reports)
 - Documents Retention Policy (see sample policy following committee reports)
 - Discussion and Revision
 - Adoption?
- VII. New Business
 - Program for Annual Meeting
 - Brainstorming
 - Decision needed by July 29 to make the CRDL Quarterly
- VIII. Other
- IX. Items for Future Meetings, or Preview of Coming Attractions
 - Wild Apricot—Management Platform for Nonprofits—discuss in August?

Upcoming FVML Board Meetings

July (no meeting), August 19, September 16, October 21, November 18 (Annual Meeting), December (no meeting)

***Book Sale @ Veterans Memorial Library,*

Friday, June 21 and Saturday June 22, 2019. 9:00 am till 3:00 pm each day.

***Book Sales @ The Farmer's Market, Island Park*

Thursday, July 18 and Thursday, August 15. 9:00 am till 3:00 pm each day.

Friends of the Library Meeting Minutes May 20, 2019

Present: Nancy Rivard, Susan Griffith, Mary Anne Zang, Liz Barz, Brooke Harrison, Alice Jenicke, Ruth Helwig, Anne Heidemann, Ann Kowaleski, Bob Roberts, John Monahan, Karen Lee, Monica Fox

Absent: Christine Mocny, Judy Czarnecki, Cindy Smith

I. The meeting was called to order at 6:32 by President Susan Griffith

II. The agenda was approved.

III. The minutes of April 15, 2019 were approved with a correction of adding Karen Lee to the present list. Alice Jenicke moved to approve the report and Brook Harrison seconded it.

IV. Announcements:

Monica Fox is retiring. She came to the library in 2000 as a substitute and became full time staff in 2001. She has been liaison to the Friends for 10 years. There is a reception on May 29, from 11:30-1:30 at the library. Monica would like to see everyone if you can make the reception. We will miss her and her always willing to step up and take the lead attitude to help us. Ariel Hemmingway will be doing Monica's job and will also be working with the Friends group as our liaison. Ariel knows the collections and we welcome her!

New Business

Story Walk: Barbara Sanford Youth Collections and Program Coordinator

She provided information and education on the Story walk. This is an outside or other designated area in which you walk along and read a book. This will be set up in Island Park with the assistance/ partnership of Parks and Rec. They would like to install this as a permanent Story Walk. First book will be children's book. Barb will need help with switching it out every month. They will need volunteers for this. Possible monetary donations needed but this may not be necessary per Chris Bundy. Parks and Rec would like to host a Little Free Library in the park; volunteers would need to help with volunteering for this. Friends Group would be recognized. Going to start with Island Park and if it takes off possibly more parks will have the Story Walk. Time line to have it up is October. It will take one hour to change out the books (not sure until we do it). Barb needs help with gift bags for Thrilling Thursday Event. Meeting on June 19, 1:00-3:00 at the library annex to stuff gift bags for this event. Monica to notify Barb and check on an available room.

Need help: Kickoff Party, June 14, 5:00 for temporary tattoo station at library.

June 20, Partnering with Parks and Rec, Thrilling Thursday, Made in the Mitten Event, 6:00 Art Reach Area. Bags of Michigan Charms will be given out. All the programs are in the Summer Program Guide.

June 27,-July 11 NASA grants made possible Lunar Discs and Rocks. Can't advertise this. Please come to see them at the library!

Susan Griffith moved to support Story Walk Karen Lee seconded. Passed unanimously.

V. Reports

Treasurer: Anne Heidemann has purchased the Credit Union CD. Treasure's report accepted.

Membership Report: Brooke Harrison reports we have 6 new members in April. We have one more member this year than last year at the same time.

VML: Monica Fox handed out the summer program guide. Bookshelf is here and will be out soon. Ariel Hemmingway will be liaison to the library. She will be at the June meeting.

CRDL: Ruth Helwig discussed the process and purpose of the Strategic Planning. Information is being compiled . Should know some more results by June 6.

PR/MD: Mary Anne Zang's goal is trying to get our name out there. She suggested bookmarks with our name and information. Suggested that we have an art contest for design for the bookmarks. Need to find a way to publicize need for volunteers from the Friends membership.

CRDL Art Committee: Ann Kowaleski reports committee met at Art Reach and purchased some pieces. Sue Ellen will work with Edie Allen for framing. We will continue to assess which pieces need cleaning and designate a piece in honor of Carol Brannan. Spoke about the possibility of self-guided tour book of the art in library.

VII. Unfinished Business

Will remain unfinished and followed in June Meeting and forward.

Susan is working on Little Free Libraries Project. Susan will be meeting Wednesday with Peggy Burk of the Strickler Center and will follow.

Policy Review updated: Hard copies of library business will be taken by Clark Historical Library at CMU.

Susan states that there is one Friends Documentation Retention Policy, will follow next month.

VIII. Other

IX. Items for Future Meetings

Wild Apricot Management Platform for Membership Management etc.... Will follow

John Monahan moved to adjourn and Many Anne Zang seconded. Meeting adjourned at 7:37.

Minutes respectfully submitted by Ann Kowaleski

**FRIENDS OF THE VETERANS MEMORIAL LIBRARY
May 2019 MONTHLY TREASURER'S REPORT**

Checking Account - Isabella Bank

Beg. Bal.	May 1, 2019	\$27,363.22	
Income:			
	FOL Members	\$30.00	
	FOL Memberships paid online	\$15.00	
	Book Sale	\$0.00	
	Book Shelf	\$85.68	
	On Line Book Sales	\$0.00	
	Donations	\$0.00	
	Donations made online	\$0.00	
	Investments	\$0.00	
	Tote bags	\$15.00	
			\$145.68
Expenses:			
	Book Sale	\$0.00	
	Membership <i>paypal fees</i>	\$0.63	
	Operating Exp.	\$0.00	
	Postage	\$0.00	
	Public Relatior	\$0.00	
	VML	\$0.00	
	Investments	\$0.00	
	Other	\$0.00	
			\$0.63
Monthly Sub-Total			\$145.05
Ending Bal.			\$27,508.27

Isabella Community Credit Union

savings account

Beg. Bal.	\$	5.00	
Gain/Loss	\$-		
Ending Bal.	\$	5.00	\$ 5.00
		Total Invest.	\$ 5.00

Chemical Bank

CD maturity date 2/21/2020

Beg. Bal.	\$15,000.00	
Gain/Loss	\$59.47	
Ending Bal.	\$15,059.47	\$15,059.47
	Total Invest.	\$15,059.47

Isabella Community Credit Union

CD maturity date 4/17/2021

Beg. Bal.	\$15,000.00	
Gain/Loss	\$30.81	
Ending Bal.	\$15,030.81	\$15,030.81
	Total Invest.	\$15,030.81

Total Assets \$57,603.55

**Friends of Veterans Memorial Library
Membership Report As of June 17, 2019**

Date	2019		2018		2017	
	Members	Income	Members	Income	Members	Income
Oct.-Dec.*					87	2,447.00
October*	24	500.00	8	65.00		
November*	3	205.00	5	160.00		
December*	57	2,215.00	63	1,980.00		
January	40	1,015.00	72	2,125.00	72	2,180.00
February	27	815.00	19	835.00	16	480.00
March	29	1100.00	4	300.00	9	360.00
April	6	140.00	4	50.00	2	50.00
May	0	0	0	0	0	0
June			4	75.00	3	165.00
July			5	55.00	0	0
August			1	5.00	4	115.00
September			0	0	2	35.00
Totals	186	5990.00	185	5,650.00	195	5,832.00

*previous year

	2019	2018
Renewals	170	165
New	16	20
Check/Cash/Paper**	116	
Check/Email	25	
Online	45	

*Includes memberships received before notices were sent via email and online option was offered.

To: FVML Board Members
From: Susan Griffith
RE: Little Free Library Update
Date: June 12, 2019

Little Free Library at the Stickler Center

Most everyone who I talked with about this idea finds it interesting and appealing. I had a conversation with Peggy Burke, board member for the Community Compassionate Network and key person in the campaign to acquire the building for the nonprofit center. She said that the nonprofits that the effort to create a 501(3c) for the Strickler Center has just got underway. She thinks that we should wait until they have incorporated and set up a Board of Directors to talk with them about this idea and how to work with them on it.

Little Free Library Funding

I was in touch with Melissa Shelton-Davies, Development, Little Free Libraries (www.littlefreelibrary.org) I asked her if grants like the one Anne Heidemann got to set up a Little Free Library on the reservation were available to set up LFL's for other underserved populations. She said:

Yes, we do offer an opportunity for communities in need to file a short application form through LFL's Impact Library Program. You can go to our website under Impact Library Program and fill out the form. We select a number of recipients per month to receive a few Little Librar[ies](plus post, topper and charter sign) from us with a starter set of books. This is about a \$500-\$600 gift. If someone is not chosen the first month they apply they will be rolled-over into the next month to be reviewed again.

Little Free Libraries in MP

Since the spring, the idea of Little Free Libraries has seemed to be in the wind here in Mount Pleasant. Here are some connections that have come up.

Laura Gourlay, a member of the Friends, has taken responsibility for the Little Free Library in front of Herbs, etc. on Broadway; at the end of the Zonta Sale in April, she did ask if she could have a box of books that she could use for that LFL. A box was put together for her, but it got lost in the shuffle so it never reached her.

Setting up a Little Free Library in Island Park as part of the Story Walk effort was mentioned by Barb Sanford at our last meeting; Barb didn't say that the Parks and Recreation Department was asking for Friends support of that.

The Rotary Club has set up two or three Little Free Libraries in the Mt. Pleasant area. We can talk with Corey, who is a member of Rotary, if we want more information.

Friends of the Veterans Memorial Library Mt. Pleasant, Michigan
Document and Destruction Policy

Purpose

The purpose of this policy is to provide standards and guidance regarding document retention and destruction for the Friends of the Veterans Memorial Library (“Friends”), and thus to assist in:

- Compliance with federal and state laws and regulations,
- Maintaining historical records related to (but not limited to) financial & administrative operations
- Promoting efficiency and effective data management,
- Establishing a specific timeline for document archiving and purging, and
- Minimizing the accidental or innocent destruction of records.

Location

Records, hard copy and digital, for the present year and the previous two years shall be stored as follows: Hard copy records shall be maintained in the Friends filing cabinet located in a nonpublic administrative office of Veterans Memorial Library. Digital records will be stored in the password-protected archive on the Friends website, and their integrity will be checked at least once per year.

Administration

The President shall be in charge of this policy and shall monitor compliance with the policy. Specific individuals responsible for document retention and destruction are indicated in the Documentation and Destruction Schedule attached as Schedule. The Friends Board shall approve modifications to this schedule as necessary.

Labeling, Review and Disposal

Individuals responsible for document retention shall label them on the cover of the compiled documents by:

- Type of document,
- Time period covered,
- Future purge date, and
- Method of disposal.

At the end of each fiscal or calendar year (whichever is appropriate), documents for that year shall be brought to the Friends filing cabinet and filed there. Documents four years or older shall be purged.

Purged records shall be given to the Clarke Historical Library at Central Michigan University; these records shall be housed permanently at the Clarke and are available under the policies of the Clarke. Duplicate or working documents containing sensitive information shall be destroyed each year after a permanent file has been archived.

Suspension of Disposal

No trustee, officer or volunteer of the Friends shall knowingly destroy dispose of, conceal or alter any record or document that is or may be relevant to an anticipated or ongoing investigation or legal proceeding conducted by or before a federal, state or local agency, including tax and regulatory agencies, law enforcement agencies, civil or criminal courts, or an anticipated or ongoing internal investigation, audit, or review.

Schedule A: Friends of the Veterans Memorial Library Document Retention and Disposal Schedule

Type of Document	Minimum Onsite Retention Requirement*	Person Responsible
Articles of Incorporation and amendments	Permanently	President
Bylaws and Board policies and resolutions	Permanently	President
Correspondence: Legal	Permanently	President
Tax exemption documents	Permanently	Treasurer
Trust and legacy records and statements	Permanently	Treasurer
Membership Records (calendar year)	3 years	Vice-President
Membership reports	3 years	Vice-President
Treasurer reports	3 years	Treasurer
Minutes: board meetings, annual meetings	3 years	Secretary
Minutes: permanent and ad hoc committees	3 years	Committee Chairs
Correspondence: General	3 years	President
Financial Records (fiscal year-end balance sheets and profit and loss statements)	3 years	Treasurer
Bank statements and reconciliations	3 years	Treasurer
Check register and supporting documentation	3 years	Treasurer
Duplicate deposit slips and supporting documentation	3 years	Treasurer
Contracts: Expired	3 years	Treasurer
Still in effect	Contract period	Treasurer
Tax returns and worksheets (Federal and State)	3 years	Treasurer
Grant records and documentation	3 years	Grant Administrator
Insurance policies (liability and directors and officers) and records	3 years	President

*All purged documents, hard copy and digital, shall be archived at the Clarke Historical Library where they are available as part of the Clarke's special collections; in effect, all records of the Friends are available permanently.