

**Friends of the Victoria Public Library (FOVPL)  
Membership Meeting – 22 September 2016  
5:00 PM**

**MINUTES**

- I. Call to Order: Lamont called the meeting to order at 5:03 p.m.
- II. Invocation/Blessing: Dispensed with.
- III. Pledge of Allegiance: Dispensed with.
- IV. Additions to the Agenda: None
- V. Conflict of Interest Statements and Organizational Matters: None
- VI. Approval of the 25 August 2016 Minutes: A motion and second were properly made to approve the Minutes. The motion passed. The Minutes were approved.
- VII. Approval of the 22 September 2016 Treasurer's Report: The expenditure showing for toner and paper was actually for just toner. A motion and second were properly made to approve the Treasurer's Report as corrected. The motion passed. The Treasurer's Report, as corrected, was approved.
- VIII. Organizational Reports
  - A. VPL Director: the Director gave a written report to, and it was presented by, the FOVPL President. A copy is attached to these Minutes. Other Board discussion:
    1. A motion and second were properly made to reimburse reasonable expenses for the cost of emergency electrical repair. The motion passed.
    2. A reminder that the FOVPL President is the official liaison to the Director and Trustees; anyone in the community, even FOVPL members, have the right to engage in discussion with library staff, but official Library/FOVPL communication comes from and between the Director and President.
    3. Alicia gave Lamont some library samples (lanyards, pencils, and bookmarks) to distribute at the meeting.
    4. There is still some confusion regarding the issue of Trustees reviewing our expenditures. Our Minutes, since the current Secretary was elected, are available for download on our website. However, do they want to approve our expenditures because they perceive that FOVPL is/will expend funds for VPL resources that fall under their governance, or for the mere sake of approval?
  - B. LCPLS Trustees: None

IX. Old Business

- A. General Liability Insurance: The Treasurer made out a check for \$266 and the Secretary will mail it with the application for insurance.
- B. D&O Insurance: The consensus was to go forward with this. The Secretary will ask the Treasurer to mail the \$1,000 premium check.
- C. Commercial Crime Bond
  - 1. A motion and second were properly made that the President, Vice President, or a Director accept funds at fundraising events and turn them over to the Treasurer for deposit. The motion passed.
  - 2. A motion and second were properly made that the Secretary reconcile the monthly bank statement and not accept funds or deposit funds; except those funds that come through the mail the Secretary shall turn over to the President or Vice President, as convenient, who, in turn, will turn them over to the Treasurer for deposit. The motion passed.
  - 3. A motion and second were properly made that either the President or Vice President, as convenient, countersign all checks with the Treasurer and when current checks run out we purchase new, smaller size carbon checks imprinted with our name and mailing address and with two signature lines on them. The motion passed.
  - 4. A motion and second were properly made to table discussion and decision until next month on whether we should go forward with this bond.
- D. 501(c)(3) Application: The Treasurer completed the last few blocks of the draft application and gave the Secretary a \$400 check made out to the United States Treasury for the filing fee. The Secretary will fill out the final application and mail it with the check.
- E. Estimates for flooring: A motion and second were properly made to accept the estimate from The Carpet House and tell Alicia to go forward with the work; we will not disburse funds until we get the invoice after completion of the work. The Carpet House affirmed on 9 September 2016 that their 13 June 2016 estimate for \$1,465 is still valid. The President appointed the Vice President as liaison. The motion passed.
- F. Autumn Day Book Sale: The President appointed the Secretary as Chair of this committee. The Vice President will pick up the books that morning and the Secretary will confirm that Sean will still bring his canopy/tent. Lamont and Trudy will bring two tables and chairs. The President, Vice President, and Secretary will staff the booth. Sue and Ollie will bring the bags they bought.

- G. Christmas Parade Float: The Secretary emailed the Kenbridge Town Manager and asked if the parade was still on and how to register to enter a float. Lamont's neighbors will loan us their trailer again and help us decorate the float. Their children will carry the banner again. One idea is to decorate/dress as storybook characters.
  
- X. New Business
  - A. Courier-Record Community Calendar: The consensus was not to place our monthly meeting notices in the Community Calendar, but to continue to submit notices as has been the practice.
  - B. Printer Toner \$284.98: The Treasurer gave the Secretary a check for this expenditure.
  
- XI. Other Business by Members
  - A. Membership: Tammy Newcomb gave the Secretary her \$1 dues and she gave it to the President. Barbara Seamster wants to remain a member and she will get her dues paid. The consensus was to give members another month to pay their dues.
  - B. It was decided not to bring to the Courier-Record's attention the meeting notice not appearing in the requested issue unless it happens again next month.
  
- XII. Adjournment: A motion and second were properly made to adjourn. The motion passed. The meeting adjourned at 5:49 p.m.

## ATTENDANCE LIST

### Board of Directors

Lamont Brand, President  
Cliff Sheffield, Vice President  
Trudy Berry, Secretary

### Members

None

### Trustees

None

### Library Staff

None