

Friends of the Victoria Public Library (FOVPL)
Membership Meeting – 27 October 2016
5:00 PM

MINUTES

- I. Call to Order: Lamont called the meeting to order at 5:10 p.m.
- II. Invocation/Blessing: Ollie gave the blessing.
- III. Pledge of Allegiance: Ollie led the Pledge.
- IV. Additions to the Agenda: XI A.
- V. Conflict of Interest Statements and Organizational Matters:

The Crime Coverage insurance policy we applied for requires that one person not handle money transactions from start to finish. Per discussion at last month's meeting, it was approved that the Secretary will balance the checkbook and not receive or deposit money, and the Treasurer will still receive and deposit money and create the Treasurer's Report. It was also approved that a Board member will receive money at fundraisers and turn it over to the Treasurer for deposit, and we will have two signatures on checks; the President or Vice President will sign with the Treasurer.
- VI. Approval of the 22 September 2016 Minutes: A motion and second were properly made to approve the Minutes. The motion passed. The Minutes were approved.
- VII. Approval of the 27 October 2016 Treasurer's Report: A motion and second were properly made to approve the Treasurer's Report. The motion passed. The Treasurer's Report was approved.
- VIII. Organizational Reports
 - A. Library System Director

Alicia was not present, but as to item VIII A 4 of last month's Minutes, the procedure we will follow is that if Alicia wants something for the Victoria Public Library, she will first approach the Trustees for approval. Once approved, if need be, she will present us with a request for funding and we will decide whether we will fund it.

Alicia said she would let the Trustees know that we approved to fund The Carpet House's estimate to replace the flooring, but we have not heard back from her.
 - B. Library System Trustee

No Trustee was present, but at their October meeting they reported that two Trustees, Claude Otey and Dorothee Maxie, had to step down. They are also going to start meeting every other month, so they are not meeting this month, and their November meeting was pushed back to December.

IX. Old Business

- A. General Liability Insurance is in place. Since the Trustees seemed more amenable to allowing us to have events in the library that involve food and beverages if we had our own insurance, do we want to submit a request to hold events now, especially 12th Night, which is January 6? Sue will draft a letter notifying the Trustees that we have comprehensive general liability insurance in place and ask for clarification of their position on us holding such events in the library.
- B. D&O Insurance premium was received by insurance company and a completed application signed by the President was emailed to the insurance agent on 10 October. He will mail us a hard copy in a couple weeks.
- C. Commercial Crime Bond
Previous discussion revolved around whether we should go forward with our approval to get this bond. Our Bylaws state that the Treasurer shall be bonded with legal and proper surety for such sums as may be determined by the Board and the premium for such surety shall be paid by Friends.
A motion and second were properly made to table this discussion until our next meeting. The motion passed. A copy of the insurance policy will be emailed to Board members for their review for discussion at our next meeting.
- D. 501(c)(3) Application with required \$400 fee was mailed on 11 October.
- E. Autumn Day Book Sale Report: Cliff collected \$53.50 in sales and deposited it.
- F. Christmas Parade Float: There is a \$25 entry fee that has to be paid no later than 31 October. The theme is "A Magical Christmas." A motion and second were properly made to pay the entry fee. The motion passed.

X. New Business

- A. Tax Report: Our tax-reporting year ends 31 October and we can file our ePostcard after that date.
- B. Audit: We will ask Pine Grove Accounting if they will conduct an audit of our books and whether they recommend we do the audit before or after we file our tax report.

XI. Other Business by Members

- A. Display Cabinet: In keeping with our procedural policies, Lamont will ask Alicia if she wants a display cabinet to match the one she has, to replace the smaller table display she removed. He will let her know that we are willing to fund it, if so.

- B. Petty Cash: Lamont signed two checks to use when petty cash is needed.
 - C. Library cleaning and bathroom supplies: Ollie and Sue have personally donated supplies to the library. Friends can pick up this cost, if needed.
 - D. 12th Night: Lamont will ask Alicia if the library is available and whether we can get approval to hold it.
- XII. Adjournment: A motion and second were properly made to adjourn. The meeting adjourned at 5:55 p.m.

ATTENDANCE LIST

Board of Directors

Lamont Brand, President
Cliff Sheffield, Vice President
Trudy Berry, Secretary
Sue Wright, Treasurer
Ollie Wright, Director
Ruby Ingram, Director

Members

None

Trustees

None

Library Staff

None