

**Friends of the Victoria Public Library (FOVPL)  
Membership Meeting – November 19, 2015  
5:00 PM**

**MINUTES**

- I. Call to Order: Cliff Sheffield called the meeting to order at 5:06 p.m.
- II. Invocation/Blessing: Cliff gave the blessing.
- III. Pledge of Allegiance: Cliff led us in the Pledge.
- IV. Statements & Organizational Matters
- V. Approval of the October Minutes: A motion was made to approve the October 2015 Minutes. The motion was seconded. The Minutes were approved.
- VI. Approval of the November Treasurer's Report:
  - A. The Treasurer was unable to attend. Cliff reported that he made a couple deposits.
  - B. Cliff reported he had gotten the checkbook from the Treasurer. Discussion ensued regarding getting other records, and Trudy stated this discussion would fall under New Business. However, Trudy motioned that bank statements and all mail be mailed to our organization's post office box. The motion was seconded. The motion passed.
- VII. Organizational Reports:
  - A. Victoria Public Library (VPL) Report
    1. Update on Meeting Room Carpet Replacement  
No report.
  - B. LCPLS Trustee Report
    1. Discussion that took place at the Trustee meeting on October 23 about library closings and the shed.  
  
Cliff asked the Trustees if we could sign a waiver for our belongings stored in the shed. He was told "no." Trudy asked the Trustees if we could purchase our own insurance. She was told "no."  
  
The Trustees discussed going to quarterly meetings.

## VIII. Committee Reports

- A. Bylaws Committee (Chair Lamont Brand) – The amendment is put on hold pending review of Charter.

Lamont stated that he would hold discussion in New Business.

- B. Gift Card (Autumn Day) Raffle Committee (Chair Sean Au) – Draw the winners.

Sean collected \$91 in ticket sales. Jenna Shephard of JADE Nails, who purchased multiple tickets, won both \$25 VISA gift cards.

- C. Christmas Parade and Small Town Christmas Committee (Ruby Ingram, Betsy Sheffield, Aggi Villalobos, Trudy Berry, and Amy Hewitt)

1. Christmas Tree: We have received no answer as to when the Christmas trees can be put up.
2. Float: Trudy will find out if she can borrow her neighbor's flatbed trailer.
3. Open House: We have received no answer to our request. We expect to receive an answer from the Trustees at their meeting on November 20.
4. Story Time: We have received no answer to our request. We expect to receive an answer from the Trustees at their meeting on November 20.

- D. 4<sup>th</sup> Annual Twelfth Night Committee (Chair Aggi Villalobos)

We have received no answer to our request. We expect to receive an answer from the Trustees at their meeting on November 20.

## IX. Old Business

- A. Little Free Library

Lamont and Trudy reported that they spoke with Leon Scott, the Meherrin Fire Chief, and he approved putting up a Little Free Library in front of the old firehouse.

## X. New Business

- A. Tax-Exempt Status

Trudy stated that our 501(C)3 tax-exempt status was automatically revoked on 15 March 2015 due to not filing our annual tax return/report for three consecutive years and it was posted on the IRS website on 8 June 2015.

Because our tax-exempt status was revoked, we are not eligible to receive tax-deductible contributions for federal or state tax purposes. We may also be subject to taxes on the contributions we receive while not tax exempt.

We have to file IRS Form 1023 and pay a \$400 fee to request tax-exempt status. We have to write "Automatically Revoked" on the top of the form so it goes to a specialist who handles reinstatements.

We cannot request retroactive reinstatement because we were automatically revoked before.

We have to include financial data for the past 5 tax years, a copy of our Articles of Incorporation and Bylaws, and we have to file our tax returns/reports while our request for reinstatement is pending.

We must file for reinstatement within 15 months of revocation or posting, whichever is later.

#### 1. Filing Status - motions

- a. Trudy motioned that we base our annual tax-reporting period on a fiscal year to coincide with our operational year. Motion was seconded. Motion passed.
- b. Trudy motioned that she be allowed to file IRS Form 990-N (ePostcard) tax return/report for tax years for 2010, 2011, 2012, 2013, and 2014. Motion was seconded. Motion passed.
- c. Trudy motioned that the Treasurer immediately turn over all corporate books and records to the Secretary so the Secretary can perform duties in accordance with our Bylaws Article VIII, Section 1.c.1, to wit: Have charge of the corporate books and records. The motion was seconded. The motion passed.
- d. Trudy motioned that the Treasurer immediately turn over the checkbook, deposit slips, all bank statements, and all Treasurer's Reports to the President so the President can perform Treasurer duties in accordance with our Bylaws Article VIII, Section 1.d.2, to wit: Have custody of all funds and securities of Friends and shall deposit the same in the name of Friends in such bank or banks as the Board may select. The motion was seconded. The motion passed.

- e. Trudy motioned that if we cannot file the ePostcard due to revocation or other reason, and cannot get the books and records from the Treasurer by November 30, that we pay Benchmark Bank's \$5 fee per copy to get copies of our statements from June 2010 through November 2015 and pay Pine Grove Tax & Accounting their, at this time unknown, fee to file our tax returns/reports for 2010 through 2014.
- f. Trudy motioned that everyone, except the Secretary, who has a key to the post office box immediately give it to the President. Cliff said he could get the key back. Motion died on the floor with no second.

## 2. Reinstatement – motions

Lamont motioned that we pay an attorney for legal review and advice to update our Charter and Bylaws. The language and grammatical errors were discussed, and it was thought best to have a correct Charter and Bylaws to submit with our request for reinstatement of our tax-exempt status. He modified his motion to find out how much an attorney will charge for legal review and advice to update our Charter and Bylaws. The motion was seconded. The motion passed.

## 3. Directors Meeting

Lamont suggested we need a Directors meeting after Thanksgiving and before the parade to discuss the Trustee meeting, the Christmas Parade and Small Town Christmas Committee report, and the findings of the attorney review.

XI. Other Business: None

XII. Adjournment

## Attendance List

### Board of Directors

Cliff Sheffield, President  
Lamont Brand, Vice President  
Trudy Berry, Secretary  
Betsy Sheffield, Director  
Gus Villalobos, Director

### Members

Sean Au  
Aggi Villalobos

### Trustees