

**Friends of the Victoria Public Library (FOVPL)  
Membership Meeting – 27 April 2017  
5:00 PM**

**MINUTES**

- I. Call to Order: The meeting was called to order at 5:04 p.m.
- II. Invocation/Blessing: Ruby gave the blessing.
- III. Pledge of Allegiance: Lamont led the Pledge.
- IV. Requests for Additions to the Agenda: None
- V. Conflict of Interest Statements and Organizational Matters: None
- VI. Approval of the 23 February 2017 Minutes: A motion and second were properly made to approve the Minutes. The motion passed. The Minutes were approved.
- VII. Approval of the 23 March 2017 Minutes: A motion and second were properly made to approve the Minutes. The motion passed. The Minutes were approved.
- VIII. Approval of the 23 March 2017 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.
- IX. Approval of the 27 April 2017 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.

Checking account balances were as follows:

Balance on 01-31-17: \$25,300.19  
Balance on 02-28-17: \$25,255.14  
Balance on 03-31-17: \$24,400.86

Annual expenses are as follows:

D&O Insurance	\$1,000.00
Liability Insurance	266.00
Treasurer's Bond	326.03
PO Box Rental	52.00
SCC Fee	25.00
Website Hosting Fee	179.40
Domain Name (fovpl.org) Registration Fee	16.99
Library Cleaning Donation	<u>1,200.00</u>
	<u>\$3,065.42</u>

## X. Organizational Reports

### A. President/Treasurer

1. Debit Cards: The bank issued two debit cards; one in the President's name and one in the Vice President's name.
2. Web Hosting Fee: The one-year fee of \$179.40 was paid on the President's debit card.
3. Domain Name: fovpl.org; \$33.98 for two years.
4. Donations
  - a. Library Cleaning: After Alicia inquired about our cleaning donation, a review of past Minutes and bank statements indicated that our last donation for cleaning was for September through December 2016, therefore the President/Treasurer issued a check for \$600 to cover January through June 2017.
  - b. Floor replacement: The Trustees are getting new estimates.

### B. Library: None

- C. Board of Trustees: The former Chair, Karen Scales, made an announcement at the beginning of their last meeting on 24 March: "If there's any recording of this meeting, it has to be made public or it is illegal. So that's according to our attorney. If anyone is recording the meeting they need to ask permission."

The Board asked the Supervisors for flat funding, and there is a chance the state will reduce funding to libraries by 7.5%, which will reduce the amount that the Library of Virginia (LVA) appropriates for LCPLS.

### D. Board of Supervisors: None

## XI. Old Business

- A. Treasurer's Bond: Annual premium is \$326.03. A motion and second were properly made to approve our annual expenses, including the Treasurer's Bond. The motion passed. The annual expense budget was approved.
- B. 501(c)(3) Application: Received retroactive reinstatement on April 18, effective May 15, 2015. The form was faxed to the VA State Department of Taxation to receive contributions via individual Virginia income tax returns.

- C. Audit: The Treasurer will determine whether an in-house audit can be done, If not, a motion and second were properly made to have an outside firm audit our books at a cost of \$150.00 or less.
  - D. T-shirt Contest: A consensus was reached to begin this contest in January, have submissions due in February, and award the winner in March.
- XII. New Business
- A. Change of tax-reporting year. A motion and second were properly made to request our tax-reporting year be changed from 1 Nov through 31 Oct of the year to 1 Jan through 31 Dec of the year.
- XIII. Other Business by Members
- A. Meeting Schedule: A consensus was reached to meet, as scheduled, in May, June, and July, and decide at our Annual Meeting in July how often to meet.
- XIV. Adjournment: A motion and second were properly made to adjourn. The meeting adjourned at 6:08 p.m.

#### ATTENDANCE LIST

##### Board Members

Lamont Brand, President/Treasurer  
Cliff Sheffield, Vice President  
Trudy Berry, Secretary  
Ruby Ingram, Director