Call to Order: President Karen Schmalz called the meeting to order at 1:30 p.m.

Roll Call/Verify Quorum: A board quorum was verified. The following board members were present: Clare Helminiak, Janice Weber, Linda Quintero and Karen Schmalz and Sarah Sick. Other members present were Jewel English, Donna Harris, Mary Catherine Cole, Susan Herr, Bev Lemes, Mary Lu Zellers, Peggy Hamm, Debbie Neubauer, and Susan Shapiro. Susan Shapiro was introduced as a new person who is possibly interested in being on the board.

Remarks: Donna Harris and Debbie Neubauer were thanked for the Christmas season bus trips. Donna indicated that two more people are possibly interested in being on this committee. Karen then thanked the people who had made the Night Before Christmas a resounding success: Susan Lamarre, Shauna Reynolds, Cathy Velasco, Pat Haecker, and Linda Quintero. All the plates of cookies were consumed, and it was a lovely event. The FOL Board met in executive session in December to review the budget for 2018 that Linda Quintero prepared. Linda was thanked for the tremendous amount of work she had done to see that we have a budget going into 2018. Following the January regular board meeting, the FOL Board will meet to complete its Self-Assessment discussion.

BARLD Report: Bev Lemes reported that in two days over 100 people had been a part of a mandatory walk around—in preparation for the bidding process for the addition to the library. January’s bid submission date has been moved back a week to Jan. 18. The trustees of BARLD will meet at 4 p.m. on the second Monday of the month; the time is moved up one hour. Legal details remain to be worked out, but there is an entity interested in the naming rights for the library expansion. A significant amount of money will come to the building fund if this comes to pass. More details will probably be available in a month’s time.

Foundation: Peggy Hamm reported that a fundraiser is planned for Feb. 14: a “Stay at Home and Read Day.” There will be a mail-out to approximately 200 people, looking for donations for the library. The Foundation is also initiating a charitable request with Kronkosky Charitable Foundation. With any received money, the library wishes to implement wireless technology that will make check in of materials efficient and less susceptible to error. Peggy also indicated Santikos may also be a funding possibility—with more information in the future.

Library Director’s Report: Susan Herr is trying to “gear up” for all that’s coming—the logistics, the internet and phones—the everything. Staff meeting will be on Thursday. The Building Committee will be working hard; Jan. 25th is an all-day workshop for vendors. She also reported that the library now has a person to fill the position of OWNER’S REPRESENTATIVE—Dr. Diane DeSimone, a well-qualified person.
Approval of December minutes: A motion was made by Clare Helminiak and seconded by Linda Quintero to accept the minutes as submitted. The minutes of Dec. 11th were approved. Janice Weber moved that the minutes of the Executive Session be approved and Clare Helminiak seconded the motion. The minutes were approved.

Treasurer’s Report/Fundraising: Linda Quintero briefed the board on the end-of-the-year financial reports. She reminded all that these are not the official reports. Those are issued from the accountants. She will be sending the company file to the accountants this week so there may be changes from the reports provided today. Peggy Hamm reconciled the Wells Fargo bank statements for Dec. and pointed out that there were three outstanding checks. Linda has contacted two of those to see if they still have the checks. One check to Clare Helminiak was supposed to be sent from Wells Fargo, but Linda said she apparently didn’t set it up. She will write the check in January and the expense will show up in 2018. Linda reviewed the Statement of Financial Position. The FOL currently has $128,108,109.23 in current assets. The Book Nook inventory was completed for the end of the year with a value of $11,000.50, slightly higher than last year. Some of this increase is due to the higher prices charged on items like DVDs, CDs, and audio books. There are two cookbooks left for a value of $17.92 and 57 tote bags for $561.42. There were 5 calendars unaccounted for during the inventory—so they were recorded as a loss of $17.50. Total of all inventories is $11,583.34.

FOL liabilities include the State Farm Visa for $3523.95 and sales tax payable for $398.29. The Visa bill includes invoices for Christmas poinsettias, lights for the Santa tree, Big Give registration, cookies for Night Before Christmas, copier toner, Constant Contact fees, and dinner and bus trip expense for Holiday Pops. The sales tax payable includes the discount for timely filing. Linda will file the return thru Webfile and pay online.

Linda reviewed the undesignated and designated assets. Currently the FOL has $46,206.97 in board designated funds for the library expansion and $15,000 in operating reserves. Donor Designated Funds include $3778.28 for the Butterfly Garden and $10,000 for a water feature in the expansion. Our equity is $135,770.33 and our total liabilities and equity are $139,692.57. Linda presented the FOL fundraising totals for the year. Linda said that by moving $3793.03 from undesignated funds at the end of 2017 to board designated funds for the expansion, the FOL total for designated funds would be $50,000. Janice Weber moved—and Clare Helminiak seconded—the move to transfer funds; the motion passed. At the annual meeting, a check for that amount will be presented to the library for the capital campaign.

Linda then provided the updated 2018 budget approved at the executive meeting of Dec. 12. The budget has been updated to show 2017 figures as of the end of December. The budget shows amounts earned/spent by program under each financial account. Linda also provided the statement of Activities which shows basically the same information as the budget—except it is in format provided by the accountants. Linda asked for any questions on the reports; none were raised.
**Communications:** A “Thank You” note from Quinsey Rose of Daisy Charters and Shuttles was received.

**Committee Reports: Book Nook:** There will be a Book Nook sale, Friday, Feb. 2\(^{nd}\) at 10 a.m. Sturdy bags have been purchased for the $10. bag of books sale. Room #A will be used for the sale. There are new people who are working in the Book Nook. **Bus Trips:** Both holiday bus trips did well—covering all expenses. This committee will meet on Jan 16\(^{th}\) and 30\(^{th}\) at 4 p.m.in Room C, trying to get a spring trip planned.

**Old Business: Annual Meeting:** A sheet with the accomplishments of 2017 will be created by Karen to distribute to whose attending the meeting. Gene Carnicom will be sitting at the door, checking current memberships, collecting dues for 2018 membership, and insuring that we can verify a quorum. Marmon Mok will provide a speaker for the meeting after the dinner. **Conflict of interest forms:** These need to be signed in February by those on the board and committees of the FOL. **Big Give:** Linda Quintero indicated March 22 is the date for this on-line fundraising event, and it will be a topic at the annual meeting. Linda thinks that a reasonable goal for this year would be $5000. However, we have to be able to say what the money would be used for. She also indicated that “off-line” donations can be received at the library on that day with a coffee/cookie reception.

**New Business:** None.

**Adjournment:** The meeting was adjourned at 2:40 p.m.

Respectfully submitted,

Janice Weber, Committee Chairperson