

FRIENDS OF OCONOMOWOC PUBLIC LIBRARY
BOARD MEETING MINUTES
February 24, 2025 – 6:00pm – Oconomowoc Public Library

Board Members, Officers, & Committee Chairs In Attendance:

- Pat Ludwig, President
- Jacque English, Vice President
- Lynn Miracola, Treasurer
- Jennifer McClure, Secretary
- Stacey Pierce, Membership Chair
- Jennifer Puccini, Library Director

Committee Chair Absent:

- Jennifer Chapman

CALL TO ORDER

Board President Pat Ludwig established quorum and called the meeting to order at 6:06pm.

APPROVAL OF MINUTES

The minutes from the Q4 2024 meeting were presented and reviewed. Jacque English made a motion to accept the minutes. Pat Ludwig seconded the motion. The motion passed unanimously.

NEW LOGO PRESENTATION

A new Friends logo designed by teen board member Leah Brehm was presented. Jennifer Puccini confirmed legal compliance for the design.

Jennifer McClure made a motion to approve the new logo. Jacque English seconded. The motion was approved unanimously.

The board discussed implementation plans for the logo:

- Update membership applications
- Display in library cases
- Use on Facebook page and publications
- Incorporate into name tags
- Update on library website and materials

TREASURER'S REPORT (Lynn Miracola)

The 2024 financial report was presented:

- Checking balance (end of 2024): \$1,745.53
- Savings balance (end of 2024): \$6,889.51
- Current balances as of February 24, 2025:
 - Checking: \$1,384.35
 - Savings: \$6,118.85

The Vision account was closed per the board's decision at the end of 2024, and funds were transferred to pay FEH Design for the library expansion needs assessment project.

No bills were presented for payment.

Jacque English made a motion to accept the financial report. Pat Ludwig seconded the motion, which passed unanimously.

Financial Decisions:

1. An essentially flat budget for 2025 was approved.
2. Lynn Miracola will confirm whether \$1,000. was paid for FOPL's contribution toward library's Toto statue.
3. An expense of \$700 for teen snacks and activities was approved for 2025.
4. Established expense approval process:
 - o Under \$100: Treasurer can approve
 - o \$100-\$2,000: Treasurer and Library Director can approve
 - o Over \$2,000: Full board approval required
5. Lynn will file Form 990 and share draft with board prior to filing.
6. Discussion to establish a formalized annual budget to be presented at Q4 meeting for the following year, and move to a calendar fiscal year (January-December).

COMMITTEE REPORTS

Membership Committee (Stacey Pierce):

- 94 paid members for 2025, with 3 additional members pending and more renewals expected with spring book sale
- Plans to update membership application with new logo
- Researching brochures from other libraries
- Discussion about creating a one-page informational document
- Plans to develop a welcome email for new members listing volunteer opportunities

Cookie Walk Report (Stacey Pierce):

- Expenses totaled \$46 and revenue totaled \$876
- Pat suggested potentially moving to a Sunday for more traffic
- Jennifer Puccini indicated the current schedule works well

Book Sale Committee:

- Jennifer Chapman was not present
- Next book sale scheduled for April 25-27, 2025
- Discussion about distributing membership forms more widely (City Hall, Chamber of Commerce)
- Suggestion to create a QR code poster for the Chamber

PRESIDENT'S REPORT (Pat Ludwig)

- Discussion about potential fiber arts sale as a fundraiser
 - Jennifer Puccini will check if selling is allowed in the library
 - Pat volunteered to lead a committee if approved

LIBRARY DIRECTOR'S REPORT (Jennifer Puccini)

1. Staff Requests for FOPL support and funding:
 - Funding for children's wallets (approved)
 - Discussion about funding for "swag" items for farmers market and children's events
 - Alternative suggestions included bookmarks, pencils, temporary tattoos, and stickers
2. 2025 Explorer Passes Program:
 - Board reviewed current passes and renewal schedule
 - Motion by Jacque English to renew all existing passes. Jennifer McClure seconded the motion, which was passed unanimously.
 - Budget of up to \$2,500 approved for Explorer passes program for Q1
 - The board requested staff recommendations for top 3 additional passes
 - Board approved adding two new passes:
 - Schlitz Audubon Nature Center
 - Green Meadows Farm
3. 2025 Summer Reading Program:
 - Board approved \$2,500 for the summer reading program
 - Funds will be used for Scholastic books as giveaways for children
4. Library's 150th anniversary plans
 - City and historical society will install a display case in library lobby in June
 - Suggestions to develop a past/present/future story about the history of the library in Oconomowoc

OTHER BUSINESS

Volunteer Opportunities:

- Discussion on creating a consolidated list of volunteer opportunities including:
 - Book sales assistance
 - Cookie walk support
 - Booth staffing at Farmers Market
 - Assessment of rare book values
 - Ongoing book sale management
 - DIY fundraisers

Merchandise Sales:

- Review of current online merchandise platform (Bonfire)
- Low sales reported (\$300 last year)
- Discussion about updating merchandise with new logo

- Stacey Pierce volunteered to look into updating merchandise on the Bonfire platform
- Agreement to place merchandise in library cases for promotion

Bylaws Review:

- Discussion about possibly updating the FOPL bylaws
- Consideration of changing fiscal year alignment to a calendar year
- Clarification needed on voting rights and board membership structure
- Suggestion to make committee chairs full board members
- Pat Ludwig will contact Laurie from Bridges for sample bylaws from other Friends organizations
- Discussion about forming a working group to review bylaws

FUTURE MEETINGS

The board established tentative (placeholder) dates for 2025 Friends quarterly board meetings:

- Q2: May 12, 2025 at 6:00pm
- Q3: August 11, 2025 at 6:00pm
- Q4: November 10, 2025 at 6:00pm

ADJOURNMENT

The meeting was adjourned by Pat Ludwig at 7:38pm.

Minutes recorded and submitted by Board Secretary Jennifer McClure.

ACTION ITEMS

- Lynn Miracola will confirm whether \$1,000 was paid for Toto statue.
- Pat Ludwig will set up display cases in March introducing the Friends group and new logo
- Jen Puccini will gather from library staff top 3 recommendations for new Explorer Passes for consideration by FOPL board at Q2 meeting
 - Research details re: planetarium Explorer Pass
- Pat Ludwig will begin researching possible update to FOPL bylaws from other Bridge system Friends groups
- Develop a list of volunteer opportunities for Friends members
- Stacey Pierce to create a welcome email template for new Friends members