

Friends of the Oconomowoc Public Library

Board of Directors Meeting Minutes

Q3 2025

Date: August 12, 2025

Time: 6:00 PM

Location: Spaulding Room, Oconomowoc Public Library

Present:

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

Absent: Jennifer Chapman, Book Sale Committee Chair

Call to Order

President Pat Ludwig called the meeting to order at 6:05 PM. Quorum was established.

Approval of Minutes

The minutes from the Q2 2025 meeting were presented for approval.

Motion: Lynn Miracola made a motion to approve the Q2 Board meeting minutes. Jacque English seconded the motion.

Action: Motion carried with unanimous approval.

Treasurer's Report

Lynn Miracola presented the Q2 Financial Report.

The 2024 990 return was filed.

Key Financial Items:

- The current checking balance is \$1,042.01; the current savings balance is \$7,509.40.
- A donation of \$691.91 was received in June from Piggly Wiggly
- The food bill for the Summer Reading Program was \$2,500, which was exactly what was budgeted. The bill has been paid.
- The \$1,000. Contribution toward the OTotomowoc Statue has been paid.
- Lynn noted an issue checks from Cartridge World being received due to the length our our organization's name. This will be addressed.
- No bills presented for payment at this meeting

Explorer Passes Budget:

- The board had previously approved \$2,500 for Q1 passes; \$2,405 has been spent to date
- The board approved an additional \$1,750, bringing total budget to \$4,155
- Upcoming payments for Explorer passes for the Children's Museum (\$600) and the Milwaukee Domes will exhaust the total allocated 2025 budget. The Board agreed no additional pass approvals this year after current commitments to avoid exceeding budget.

- Discussion held regarding future reallocation from expensive passes to multiple less expensive options in 2026, including the Crane Foundation.

Motion: Jen McClure made a motion to accept the Q2 Financial Report. Jacque English seconded the motion.

Action: Motion carried with unanimous approval.

Committee Reports

Membership Committee – Stacey Pierce

- Current membership: 136 members (noted as good increase from previous years)
- Cookie Walk event will take place on December 13th

Fall Book Sale

Sale Dates: October 10-12, 2025

- Friday, 10/10: 4-6 PM (Friends Members Only); 6-8 PM (General Public)
- Saturday, 10/11: 9 AM-4 PM (General Public)
- Sunday, 10/12: 1-4 PM (Bag Sale)

Note: Jennifer Chapman will be out of town during the sale weekend but will assist with sorting, setup through Friday morning, and distribution on Monday. Additional volunteers needed for the sale and post-sale book boxing.

President's Report – Pat Ludwig

D&O Insurance

The board discussed obtaining Directors and Officers (D&O) liability insurance. West Bend Insurance has been contacted and has a dedicated agent for this coverage. Estimated cost is \$350-\$500 to cover the four officers. Forms are being processed for a formal quote, expected within two weeks.

Bylaws Review Committee

The board discussed the need to review and revise bylaws, last updated in 2020. Online templates have been identified. Jen McClure suggested reaching out to an attorney friend who is a recent member for assistance but cannot join the committee due to new work commitments. Committee formation to be finalized.

Annual Meeting

Annual meeting scheduled for October 1, 2025 at 6:30 PM. Presentation update from previous year's Canva template will be prepared.

Library Director's Report – Jennifer Puccini

Summer Reading Program

The program achieved record-breaking success with 2,018 registrants—the most participation ever. By end of June, 500 adult participants registered, more than ever before. Staff members Lizzie and Jenny successfully managed the program.

Unstaffed Library Branch Proposal

The board discussed a proposal for an 800-square-foot unstaffed library branch in Pabst Farm.

Key points:

- Two aldermen, including Matt Mulder (who works for Demco, a library furniture company), have been proposing this for approximately one year
- The mayor supports the proposal and is in discussions with a builder
- Space would be offered for \$1/year in a space at Pabst Farms
- Access would require patrons to swipe library card and enter password
- Mayor interested in fundraising to cover three years of operational costs

Board Concerns Raised:

- Potential impact on future library expansion plans
- Fairness to patrons from other areas who contribute to library funding
- Actual operational costs and staffing requirements
- Potential negative public reaction

Director Puccini will prepare a comprehensive budget and is gathering data on similar unstaffed branches. The board emphasized the need for targeted fundraising in the affected area if the project proceeds.

Book Donation Process

The board discussed challenges with the current book donation process. Volume of donations is creating space issues and staff frustration. The school district frequently drops off boxes of books. Current volunteer does not thoroughly sort or discard items.

The board discussed implementing a triage system with criteria for "definite keep," "to be assessed," and "discard" categories. Discard criteria to include outdated content, water damage, and smoke damage. A checklist for volunteers was proposed to streamline the process.

OTotomowoc Statue

The statue, which was funded in part by FOPL, will soon be placed outside the library.

New Business

Fundraising and Merchandise Ideas

The board discussed several fundraising opportunities:

- T-shirt sales in library lobby
- QR codes linking to online platforms like Bonfire and for membership signups at Farmer's Market
- "Be a Star at the Library" program
- Welcome activity for new bearded dragon mascot where patrons could buy and decorate stars or claw prints

Loki's Retirement Party

Event scheduled for September 13, 2025 from 1-3pm. Board discussed selling leftover Loki merchandise and having membership forms and library swag available.

Cookie Walk and Craft Sale

Discussion of potentially combining Cookie Walk with a craft sale. Concerns raised about legality and tax implications of vendor events. Director Puccini will check with Lizzie to confirm dates.

Billboard Advertising

Opportunity discussed for billboard advertising.

State Filing Status

Jen McClure raised concerns that while the organization has an EIN for federal purposes, it may not be properly registered with the state.

Upcoming Meetings and Events

- FOPL Annual Meeting: October 1, 2025, 6:30 PM
- Loki's Retirement Party: September 23, 2025
- Fall Book Sale: October 10-12, 2025
- Q4 Board Meeting: November 10, 2025, 6:00 PM
- Cookie Walk: Saturday, December 13th, 9:30m – 12pm.

Action Items

1. D&O Insurance: Pat Ludwig will complete insurance forms and obtain formal quote from West Bend Insurance
2. Bylaws Committee: Jen McClure to contact attorney friend for assistance; Pat Ludwig will finalize committee membership and meeting schedule
3. Unstaffed Branch Proposal: Library Director Jen Puccini to prepare comprehensive budget and gather data on the true cost of similar facilities
4. Book Donation Process: Create sorting criteria checklist for volunteers to implement triage system
5. Annual Meeting: Board President Pat Ludwig will update Canva presentation incorporating new information
6. Bearded Dragon Welcome Activity: Brainstorm and implement fundraising activity for new mascot
7. Cookie Walk Dates: Library Director Jen Puccini will confirm dates and hands-on activity schedule with Lizzie
8. State Filing: Research and address state registration status concerns

Adjournment

The meeting was adjourned.

Respectfully submitted,

Jen McClure, Board Secretary
November 10, 2025