

Friends of the Oak Park Public Library Board Meeting Minutes

May 19, 2025

Present In Person: Kathleen Bell, Diane Cranford, Russ Glidden, Jennie Stevens, Nancy Clark, Stuart Greene, Beth Streit, Chet Taranowski, and Robert Becker

Present on Zoom: Denise Roser

Member: Ann Polaski

Visitor: Frederick

Call to Order: Russ called the meeting to order at 7:01 p.m.

Annual Meeting Minutes: Jennie moved, Beth seconded and all approved

March Minutes: Stu moved to accept the minutes. Jennie seconded the motion and all approved.

Treasurer Report: There was no treasurer's report due to Leila's absence.

Library Board Report: There was no report from library staff. Russ reported that the new Executive Director, Elsworth Carmen, will start on May 27th. The first Library Board meeting with the duly elected Board will be on the 27th as well. The Friends should find out who our new liaison is then.

Standing Reports:

Membership: Chet Taranowski welcomed member Ann Polaski, a long time member and Book Fair volunteer who is considering joining the Friends' Board.

Folk Music Series: Nancy Clark reported on the Folk Music series, which has been very successful. There were about 70 attendees at the last concert. Attendees were sent a survey about the concerts and Nancy read some of their positive comments to the group. She proposed continuing the series with three concerts between September and Thanksgiving and three more between January and May. The cost would be \$3000 (\$500 each). The Board agreed we should continue to fund the series next year.

2025 Book Fair

- **Setup for sorting: Community & Storage Rooms: closet; signage, boxes.** We start sorting on May 31. We need to have the storage room and community room set up before then. Russ will talk to the library about clearing out the storage room. Some members of the Board will work on setting up the community room from 6-8 pm on May 29th.

Russ will check on the status of the art mural in the community room for signage planning.

- **Supplies; packing tape/Sharpies/index cards** Russ will purchase these items.
- **Signup Genius** Kat will update signup genius for the new volunteer slots and to bring it current to this year. The group discussed limiting volunteers to four shifts until the week of the Fair when volunteers can sign up for unlimited shifts.
- **Rules of book sale etiquette** The group reviewed the draft guidelines drafted by a sub-committee. Kat suggested simplifying the guidelines, removing the “please note” section, and making the language more direct. Russ will rewrite the guidelines to comport with the group’s suggestions. The rules will be printed on one side of a quarter sheet that contains information on book pricing and location on the other side. These quarter sheets will be handed out to Book Fair customers when they enter the Fair.
- **Volunteers able to move boxes** The group discussed the critical shortage of volunteers able to lift and move heavy boxes. One of the issues is that volunteers who are not able to lift boxes fill up all the volunteer slots. Beth suggested creating slots just for box movers. The group agreed to create special box mover slots for both day time and evening shifts. We can offer community service hours and books as incentives and should reach out to Boy Scouts, Girl Scouts and church groups for volunteers.
- **Workers for Monday after book sale needed: football/wrestling teams** Russ will follow up with Eric about addressing the football and wrestling teams at the high school for this.
- **Publicity** Russ wrote a One View column for the Wednesday Journal about the Book Fair. He also created an account on booksalefinder.com. We agreed to spend \$45 to advertise on this site. Chet agreed to reach out to the local papers to get out information to the community about donating books for the sale starting May 31. We discussed other ways to use social media to generate book donations and advertise the Fair.
- **Pricing signage for category signs** Jenny is working on this.
- **Printing** Bob found a printer at a good price for the quarter sheets we will hand out to Book Fair customers. We will order 200-2400 quarter sheets. Bob will use the library’s printers for smaller print jobs- 100 donation receipts and 75 category signs.
- **Flyers placed around Oak Park** Russ has the flyer we will use to advertise the Fair. He will email it to all Board members for distribution in the community.

- **Parade banner; yard signs** Russ will follow up with Eric about updating the yard signs and parade banner for the Book Fair.
- **Bookmark** Russ has ordered 3000 bookmarks to hand out at the Day in Our Village, Fourth of July Parade and Farmers' Market. Wednesday Journal pays for a 1000 of them for advertising on the bookmark. The total cost of the bookmarks was \$387.82. Our share was \$255.97.
- **T-shirts** We have the T- shirts which will be \$12 for members and \$15 for non-members. They will be available at the Book Fair training. We sold 2 t- shirts to library staff already. We have 75 t- shirts at a cost of \$7.67 each or total cost of \$575.25 before tax. The cost is a dollar less than last year. We hope to sell all 75.
- **Lanyards/name tags/permanent board name badges** The group discussed creating permanent name tags for Board members to wear during volunteer sorting shifts and at the Fair. Jenny will look into the cost of that. We don't have time to get these before the sorting begins on May 31 so Kat will look into getting name tags from Home Depot for this year.
- **Better World Books:** Stu will order 600 boxes so we have them when sorting begins on May 31.

Book Fair training session May 21 Jennie will lead the training. She will explain what is new for this year and also present books and ask the attendees to decide whether the books should be kept for the sale, sent to Better World Books or tossed. This exercise was very well-received last year. She asked that we bring books for the exercise. There will be a dessert pot luck.

Post-Sale Volunteer Pizza Party It will be on August 14 from 7 to 8:30 pm in the Veterans' Room. We will discuss food for it at the next meeting.

Day in Our Village: Sunday, June 1 Russ handed out a sign-up sheet.

First issue of *Between the Lines* Russ noted that Jennie, Diane and Chet did an excellent job on our first newsletter. It had a nice balance of educational, informative and fun information. It went out to 867 people. Chet will coordinate updating the mailing list with the library after the Book Fair.

Moon logo: Update We received the original logo from the artist. Denise suggested we get it framed and hang it in the library. Russ may write an article about the history of the logo for the next newsletter.

Adjournment Jennie moved, Diane seconded and all approved.

Next Board Meeting: June 16, 2025

Meeting adjourned at 8:30 pm

Respectfully submitted,

Beth Streit