

Friends of the Parkersburg-Wood County Library  
Minutes of the November 5, 2019, Meeting

**Present: June Rhodes (President), Michael Ireland (Vice President/Treasurer), Lydia White (Secretary), Brian Raitz (Library Director), Dave White, Diana Hill, Julie Shingleton, Janet Mongilio**

Minutes of the September 17, 2019 minutes were on the website and Lydia also had copies available for anyone wishing to review same. There being no additions or corrections to the minutes, June said the minutes would stand approved as submitted.

Under new business June brought up the need for a new money bag and a new cash box for FOL for our book sales. A discussion followed regarding the possibility of Greg having both items that we could have. It was also suggested Michael ask Wesbanco for a new money bag. Brian is to check with Greg first to see if he has what is needed before buying a new cash box, and Michael will check with Wesbanco for the money bag.

Michael said the money box at the South Library may need replaced for the donation box. A brief discussion was held regarding the key(s) used for same.

Michael presented the Treasurer's Report for October 1 through November 5, 2019, showing a balance of \$13,051.48. It was noted that \$1,245.85 was made on the October, 2019, book sale, and observed that the daily book sales are doing really well. June reminded us that \$500.00 will be given to the library for the Young Adult Room project when requested, as well as the sum of \$4,295.00 to be given to the library for the purchase of a copier/scanner as previously approved.

Michael stated that the Treasurer's records are to be audited annually and this hasn't been done since July 10, 2017, when Teresa Law left. A discussion ensued regarding when an audit should be done and who would do it. Janet volunteered to help if someone would help her. June volunteered to help Janet. Lydia made a motion that Janet and June will conduct an audit in January, 2020, of the books of the FOL from July 10, 2017, through December 31, 2019, and that an annual audit will be done in January of each year thereafter for the previous year. Michael seconded the motion. A vote was taken, and the motion passed by acclamation.

Brian brought up the matter of paying Brian Hall and John Johnston for their help with the recent book sale, stating they were each paid \$150.00 for help with the April, 2019, book sale. Janet made a motion to pay Brian Hall and John Johnston each the sum of \$150.00 for helping with the October, 2019, book sale. Michael seconded the motion. A vote was taken, and the motion passed by acclamation.

June presented a request from Jim Miracle for the sum of \$836.00 to help with costs of an historical genealogy presentation on May 23, 2020. After June explained some of the costs involved, Brian said he would prefer speaking with Mr. Miracle about this matter before the FOL proceeds further.

A discussion followed regarding when we would begin accepting donations for the next book sale. Lydia suggested we start taking donations right away and those who want to and are able can begin doing Monday sorting soon. Julie said Vienna takes donations all year and they did well at their last book sale. Lydia made a motion that the library will begin accepting donations for the spring book sale on November 12, 2019, and sorting will begin November 18, 2019. Julie seconded the motion. A vote was taken, and the motion passed by acclamation.

June asked that when signs are made for future book sales it be included on the signs that cash or checks only will be accepted. Janet said she would see that was taken care of.

Brian brought up costs covered by the FOL for upcoming Chamber events. A brief discussion followed regarding same. Michael and Brian will check into what costs, if any, the FOL will cover for same. June found nothing in the October, 2018, minutes indicating FOL approved payment for anything for the event that took place in January, 2019.

June asked if the three shelves of books from the loading dock could be set back for the next book sale, and Janet said yes. Janet will speak to John and Brian about taking care of it.

After a brief discussion, it was decided that we would continue to have two book sales a year and the next sale will be April 16 through 18, 2020. Michael suggested signs be placed in the area where taxes are done in the library so people can see them urging them to join the FOL. Janet said she will take care of that, as well as scheduling the rooms for the next book sale.

June asked Janet who coordinates the volunteers at the library, and Janet said Stacey takes care of that. June asked about the South library, and Janet was unsure whether Stacey handles coordinating volunteers there or at Williamstown. Janet said she knows help is needed scanning genealogy material.

After a brief discussion it was decided that the next FOL meeting will be held Monday, February 10, 2012, at 5:30. Janet will take care of securing a room for that meeting.

There being nothing further for the good of the cause, the meeting adjourned at 6:30 p.m.

Respectfully submitted,

Lydia E. White  
Secretary