

**Friends of the Library
Planning Retreat Minutes
October 7, 2019
Noon, 261 N 400 West, Heber City, UT**

1. Those present: Ed Little, Pam Fredericks, Stacy Hall, Anne Lane, Marcia Lono, & Ann Zimmerman
2. Catch up since last meeting.
 - First week of July, early president of Friends of the Library briefed Ann Zimmerman regarding earlier years (coinciding with planning and building new library). Group organized as volunteers to the library. By-laws never approved, non-profit status not discussed, and volunteer work did not emphasize surplus books, as professional staff managed used books. Librarian had custodial responsibility for checkbook and bank statements to ensure all funds were spent to directly benefit the library. Librarian oversaw volunteer actions of Friends to ensure they were consistent with the Library's policies and practices.
 - Juan Lee's report of his meeting with Mike Davis, County Manager: Mr. Lee's summary email (dated July 11, 2019) was distributed notifying Friends that the group was no longer considered a part of the library as in the past, could not use the library's tax exempt ID for the purchase of the donor wall, nor receive donations as tax exempt.
 - Ribbon Cutting for Bowcutt Room & Donor Tree: Friends of the Library presented the Donor Tree to the County at ribbon cutting. Potential revenue per the donation schedule suggested by Friends is \$34,000. Donation included all lettering on leaves.
 - Funds on hand in Wells Fargo savings and checking: A total of \$15,120.86 is in the two accounts.
 - Resignations: Ed Little resigns as president and Ann Zimmerman resigns as treasurer pending acceptance of resignations by group.
3. Alternative 1: Continue as is, meeting approximately monthly at the library and elect replacement officers. No one was interested in replacing the officers, nor in continuing Friends of the Library as it has been functioning in the past. Unanimous decision to not pursue Alternative 1.
4. Alternative 2: Become inactive. Reform Friends of the Library when there is more interest. The group decided this is the preferred action. The Librarian could solicit interest and reform Friends of the Library in the future, similar to how Friends reformed in 2016.

5. Unanimously, the group voted 1) to approve the following budget for transitional expenses; 2) to resign and disband December 31, 2019; and 3) to turnover records to the County Library Board.
 - State Art Shows: \$250.00 for two shows. Anne Lane to coordinate.
 - Wasatch Community Foundation Scholarships: Endow \$5,000 and authorize Pam Fredericks to administer.
 - Share a Book: Authorize \$500 for Stacy Hall to spend at the Scholastic book sale for the Share a Book program. Ask the Library to continue the Share-a-Book program and allow individuals to volunteer organizing and replenishing books.
 - Books for Babies: Authorize \$1,200 for replacement packets, Marcia Lono to coordinate with the hospital.
 - Place majority of residual funds in an interest-earning certificate of deposit.

6. Schedule meeting with Juan Lee, Librarian, the first Monday of November to report on the planning retreat. Prepare minutes of the planning retreat for group to review and write a letter informing Library Board and Librarian (with a copy to County Council) that the Friends of the Library will become inactive effective January 1, 2020.