

Friends of the Richland Community Library January 19, 2013 at 10:00 AM

Planning meeting for Directors Reception

Minutes:

Meeting was called to order by Pat Crane, President

Attendance: Pat Crane, Brenda Lauer, Barb Blondia, Cindy Berg, Mary Jasiak, Jane Griessel and Dianne Woods

Absent: Ruth Anne Prentice and Kay LaPierre

Secretary's Report: Not available

Treasurer's Report: Presented by Brenda Lauer and accepted

Old Business:

- A. The library board has hired a new Director
- B. Signature forms for Fifth/Third bank accounts are now completed.
- C. The new book chairperson is Jane Griessel and the new program chairperson is Barb Blondia

New Business:

- A. Directors' reception to be hosted by the Friends of the Richland Community Library - *February 16, 2013 from 10:00 Am to 12 Noon***

Plan on approximately 100 guests

The list for digital and paper invitations will be provided by Cindy Berg and Mary Jasick

Invitees are to include:

Friends of the Library

Library board

ABA members

Richland Area Community Center board

Gull Lake Community School board including all school building groups and faculty

Robin Nott

Gull Lake Area Rotary

Any others deemed appropriate

Set-up needs for reception: *volunteers to report at 9:00 AM on February 16th*

Placement of tables, refreshments, flowers, punch, coffee

Two tables to be set-up

Approval was given for the purchase of a punch bowl and two plastic pitchers,
paper products and cups

Approval was given for the purchase of two flower arrangements; one for each director

Refreshments: ***patronize local or Kalamazoo businesses***

The refreshment menu was discussed:

- Mini bagels, mini muffins and cookies
- Cabinas was awarded to provide coffee, cream and sugar, cups, etc.
- An orange and lemonade fruit punch
- Bloomers Flower shop was awarded to provide two flower arrangements

A budget of \$1,100 was approved

It was discussed and approved that an I pad previously purchased by the Friends was delegated as a gift for the out-going Director

A discussion and approval was given for the purchase of a free-standing pedestal sign to be used for the reception and for other Friends events in the future

- B. A meeting to finalize plans for the Directors' Reception will be held on February 12th at 10:00 AM
- C. Meeting was adjourned at 12:25 PM

Respectfully submitted,

Dianne Woods, Vice President

