**Minutes of Hopewell/Prince George FOL Board Meeting**

**e-mail meetings during pandemic**

March 15, 2020 - The FOL received official notification from the Director of ARLS that libraries are all officially closed to the public.

March 30, 2020 - Peg emailed Brian to assure him the FOL stands ready to support the ARLS, the Summer Reading Program, and other adult and child programs, as well as other financial aid.

April 28, 2020 - Susan added $200 to the proposed budget for refreshments.

May 21, 2020 - Board members agreed via email that no further face to face meetings would be held until the library has a reopening plan. Susan will continue to check mail, make deposits, and keep appropriate financial records. Marcie will continue to track FOL email business and votes.

June 17, 2020 - Susan informed FOL Board: 1) the FOL 2019 taxes and tax certification are complete; 2) a check for $500 was received from the Women's Club to be used for books at Carson and she would get a check to ARLS; and 3) balances reported - checking $25,136.04, savings $3,123.70.

June 29 - July 2, 2020 - Megan informed Board the Hopewell Library will open after the July 4th holiday and Inquired about the FOL's wishes regarding reopening the bookstore to the public. Pam suggested limits of one volunteer and one patron at a time to ensure social distancing. The library will be accepting donations, but holding for 72 hours before handling. Peg assured ARLS of a willingness of the FOL to cover the costs of covid testing, sanitizer, masks, wipes, and gloves for bookstore volunteers. Pam and Susan were in agreement. Jan Rowley, a volunteer, suggested clear signage regarding number of people, time limits and mask wearing. Brad will be handling the donations on off days. Volunteer schedule: Wed - Marcie; Thurs - Jan; Sat - Susan.

July 8 - 13, 2020 - Megan proposed a non-event fundraising event. Funds raised would be used for branch improvements and new technology with a goal of raising $5,000.00 The Board approved the idea. Drafts for the Facebook page, bookmark and poster were sent by Megan and approved by the Board after suggestions for changes were made. The event is projected to run in August and/or September.

July 31, 2020 - ARLS is looking for a FOL Board member to serve on its Long Range Planning Committee. Pam Volunteered. Peg and Susan were also interested.

August 13, 2020 - Susan made motion to approve Children's Book Box Sale as outlined by Sarah Finch. Pam seconded the motion. Remaining Board members voted yea and motion was passed. Brian suggested the FOL purchase boxes and tape from U-Haul. Board members gave email approval.

August 24, 2020 - Pam made motion to approve 2020-2021 budget, with suggested changes, that Susan presented at the January, 2020 board meeting. Peg seconded the motion and remaining Board members voted yea. The motion was passed.

August 25, 2020 - Susan emailed an amended August Treasurer's Report to correct an error.

September 7, 2020 - Marcie emailed August Minutes.

September 9, 2020 - Peg made motion to approve up to $150.00 for supplies and advertising for Children's Books Box Sale. The motion was seconded by Pam and Susan and Marcie voted yea. Motion passed.

September 9, 2020 - Pam made motion to approve up to $100.00 for Covid19 supplies and signage for Bookstore. Susan seconded the motion. Other Board members voted yea and motion was passed.

September 10, 2020 - Marcie emailed updated August/September Minutes.

September 16, 2020 - The Children's Book Box Sale begins.

September 23, 2020 - Susan made motion to offer coupons at blood drive October 29 for one free book at the book store. Pam seconded motion and Board members voted yea.

October 22, 2020 - Megan and Brian emailed regarding interest in a Baker and Taylor Program for reselling or recycling books. Susan requested information from the company.

November 23, 2020 - Susan made motion for December BOGO sale in book store. BOGO sale and the Children's Book Box Sale to be advertised on Facebook with FOL covering the cost at approximately $25.00. Bookstore will continue to adhere to covid guide lines. Motion was passed.

December 6, 2020 - Susan emailed Treasurer's Report.

December 12, 2020 - Marcie emailed updated Minutes.

January 7, 2021 - Marcie emailed Minutes update.

January 21, 2021 - Megan sent information on a potential zoom author even with Melissa Face for spring or summer. The Board wants to support this event.

February 4, 2021 - Susan made motion to offer free book coupons to blood drive donors. Peg seconded motion.

February 5, 2021 - Pam made motion to provide funds to make coffee available to Red Cross staff during blood drive. Susan seconded the motion.

February 8, 2021 - Susan made motion to advertise author event, bio and pictures to Chamber of Commerce. Pam seconded motion.

Pam made motion to send author check for $50.00 for zoom event April 22.

Susan 2nd motion and will send check.

Discussion on what method to use to inform members of where to find budget and accomplishment documents on line. Do we need to announce that dues are due?

Susan said we should post budget just like the bylaws and annotate the link. Dues should be announced by emails and our paper envelopes.

Peg seconded the above.

March 21, 2021 - Susan emailed March, 2020 Treasurer's Report and proposed budget for 2021.

March 21, 2021 - Marcie emailed updated Minutes.