

FRIENDS FOUNDATION OF LA PORTE CITY PUBLIC LIBRARY MEETING MINUTES FOR July 15, 2026

IN ATTENDANCE

1. Terri Vopelak - President
2. Shelly Petersen - Vice President
3. Eric Coulter - Treasurer
4. Marla Hermann - Secretary
5. Janel Ruzicka - Director
6. Heather Roegner - Member
7. Joyce Craft - Member
8. Josée Varboncoer - Library Representative

APPROVAL OF AGENDA

APPROVAL OF MINUTES OF LAST MEETING

UNFINISHED BUSINESS

1. 501 C3 paperwork - coming along, getting Employer Identification Number (EIN), and finalizing articles.
2. Checking Account - will be opened as soon as we get EIN
Authorized signatures - Terri asked how many signatures are the norm. Eric suggested 2 or 3 being the treasure, president and possibly one other. The board decided to 3 authorized signatures. Janel volunteered to be the third.
Marla made a motion to accept Eric, Terri, and Janel as authorized signatures on the bank checking account. Shelly second, motion carried.

NEW BUSINESS

1. Brick Street Market - many people stopped, talked and took some membership forms. (none have been returned at this time) We discussed future Markets as a way to get community support. Due to weather, we will skip July 17. We will go to market, July 24. Joyce and Marla will work table.
2. Wreath Sales - Started to take orders first part of October last year. Terri thought about \$500 to \$600 was made in 2025. Terri will look into suppliers for least expensive wreaths. We discussed purchasing decorated wreaths vs non decorated and Friends do the decorating. Disussion will continue to next meeting.
3. Book Sale - post on Facebook for book donations with no more than 3 boxes at a time. Book sale will be September 15 and 16th 4 to 7pm, create Facebook event.
4. Library volunteer - Josée will email the list to us.
5. Library website for Friends information - Public can read By-laws om the library website. Reminder to not publish any child's picture without written parent approval. Library will donate 150 printed copies to Friends. Josée has created a spreadsheet documenting any materials picked up by a Friends member. This will be kept in our mailbox. Julie Johnson has been taking care of mini libraries.
6. Monitoring Facebook and Email - Heather and Marla will continue work together to monitor Facebook. Marla will check Friends email frequently.

7. Who will set up membership list - Eric and Janel volunteered to be on membership committee.

NEXT MEETING DATE

August 12 1:00 in the library meeting room.

ADJOURN

Shelly made a motion to adjourn, Marla second.