



Mount Vernon City Library Foundation

Board Meeting Agenda

Virtual Meeting via Zoom, Monday February 8, 2021 5:30 pm

- 1. Call to Order, Introduce Guests & Reading of Mission Statement**
- 2. Read and Approve Prior Meeting Minutes – Maryanne**
- 3. Treasurer’s Report – Marija**
 - a. Tax Form 990 and 1099 for Web Designer**
- 4. Library Director’s Report— Isaac**
 - a. Reopening Under Revised Phase 2 Guidelines?**
 - b. Action on site at 208 Kincaid St**
- 5. Adopt a Periodical Project Status-Donor Labelling - Suzanne**
- 6. Membership Status – Suzanne**
- 7. Updating Brochure – Hal/Maryanne**
- 8. Review Procedure for Acknowledging Donations - Hal**
- 9. Moving Financials to QuickBooks - Hal**
- 10. March Murder Mystery Program - Hal**
- 11. National Library Giving Day April 7 Event?**
- 12. Project To Do List-See page 2**
- 13. For the Good of the Order-any other topics?**
- 14. Adjourn**

Next Meeting March 8

Foundation To Do List

- 1. Investigate Directors & Officers Insurance**
- 2. Develop a New Member Information Packet**
- 3. Determine Financial Processes for 2021**
- 4. Develop a Plan for Membership Management**
- 5. Plan 1-2 virtual events for 2021**
- 6. Provide better guidance on legacy gifts**
- 7. Publish a quarterly newsletter**
- 8. Develop an Advocacy Coordinator position**
- 9. Redesign and print a new information brochure**
- 10. Social Media-Facebook, Instagram, etc**