

**REGULAR MEETING**  
**WOODRUFF MEMORIAL LIBRARY FRIENDS**  
**MINUTES**  
**August 15, 2024**

**Present:** McKensie Avens, Chair  
Morgan Sutton, Vice Chair  
Cody, Board Member  
Kimberly Gallegos, Programming and Outreach Coordinator  
Christine Library Personnel  
Barbara Bravo, Treasurer  
Christine Coffield, Board Member  
Diana Remick, Board Member

1. **Call to Order.** The annual meeting was called to order by McKensie Avens at 5:23 p.m. at Woodruff Memorial Library.
2. **Approval of Minutes.** The minutes of the July 2024, Regular Monthly Meeting were unanimously approved upon a motion by Cody and seconded by Diana.
3. **Committee Reports.**
  - a. **Treasurer's Report.** Barbara went over the report attached and noted that there is one bill to be paid at \$75.89 for books. It was motioned by Christine and seconded by Cody.
  - b. **Librarian's Report.** Kimberly went over the summer reading program success. She gave us information on the teen volunteer expectations. She also offered for us to sell the leftover shirts from the summer reading program at Early Settlers Day and Tarantula Festival. She also spoke about the purchase of a table cover for outreach events. She is hoping to go with someone local. She also briefly addressed the Bent's Old Fort Partnership.
4. **Old Business**
  - a. **Member Informational Email Updates.** All Active members have been emailed. Phone calls will be made to previous members. The WMLF Board email has been added to the website.
  - b. **Record 2 Interim Text Votes.** On 8/4/2024, we approved the purchase of a 10' by 10' tent and 6ft table for the use of outreach. On 8/6/2024, we approved a marketing budget of \$1,000. A motion to approve these was made by Barbara and seconded by Diana. Everyone voted in favor.
5. **New Business**
  - a. **Staff Lunch for Librarians.** Cody made a motion and Christine seconded the motion to provide the staff with lunch for the cumulation of the book sale. All voted in favor.
  - b. **Approval of Account Access.** A motion to approve McKensie Avens, Chair as the account holder and remove Peggy Powell was made by Barbara and seconded by Diana. All were in favor.
  - c. **Bylaws Review.** A motion to approve the updates/ edits discussed to the By Laws was made by Diana and seconded by Cody. All were in favor.
  - d. **Materials Approval.** We discussed the design for the outreach materials. McKensie agreed to provide two additional design ideas and we will approve over text message later in the week. There was further discussion of a possible updated logo that will extend into future meetings. We decided to purchase stickers, balloons for table decoration, candy, and small books. We

approved a budget of \$1,000. A motion was made by Diana and seconded by Cody. All were in favor.

**e. Resignation.** Cyndi resigned as board member 8/8/2024.

**f. Early Settlers Day.** September 7, 2024. Set Up 7:30am, 10am Parade, and 9am-5pm Booth. There will be a sign up sheet.

**6. Adjourn.** There being no further business, the meeting adjourned at 6:52pm. The next meeting will be September 18, 2024, via Google Meet starting at 5:30 p.m.

Respectfully submitted,

Morgan Sutton