



Minutes
Board of Directors Meeting
October 21, 2025 | 7:00 PM

FOCPL President Dr. Chuck Julian chaired the meeting. A quorum was present.

Minutes from August 19, 2025, and September 22, 2025 (Special Meeting) were provided. Executive Committee member Julie Coraccio moved to approve both sets of minutes; Jeanne Finstein seconded. The motion carried. Jeanne requested that "Cummins" in the August 19 minutes be corrected to "Comins." With that correction, both sets of minutes were approved unanimously.

Treasurer's Report:

Jeanne Finstein reported a cash balance of \$6,687.99. Membership currently stands at 220 individuals and four businesses. Five new memberships were added during the OCPL Book Sale, achieving the 2025 goal of 225 members.

Image/Branding Update – Facebook:

Julie Coraccio reported that the FOCPL Facebook page now has over 1,000 followers and remains active and robust. She proposed recruiting six volunteers to help post and monitor the page so that no one serves more than two rotations per year. Tote bag giveaways and Spelling Bee promotion were also discussed.

Membership Drive:

The committee discussed the staff gift card incentive program for promoting FOCPL memberships. Makayla Carney from the library noted that drawings currently whenever staff meetings are held (generally weekly). The Board recommended changing the drawings to once a month. Chris Villamagna will purchase additional gift cards to complete the calendar year and submit the reimbursement.

Membership Renewal Letters:

Electronic renewal letters will be distributed then followed up with physical letters sent by mail. Physical letters will include membership cards and return envelopes. Due to the increased number of members, sharing the processing of the membership renewal mailing was discussed.

Archiving procedures for membership cards were also reviewed. Jeanne Finstein moved that FOCPL retain only current-year membership cards; Kimberly Adams-Francis seconded. The motion carried. Chuck Julian requested that all old cards be shredded for privacy.

Book Sale & Member Reception:

Chuck Julian reported a successful OCPL Book Sale and FOCPL Member Reception, attended by 30 people (24 members and six guests). He thanked Julie Coraccio for baking and all board members who attended. Opportunities for improving next year's reception were discussed.

Spelling Bee for Grown-Ups:

Julie Coraccio reported that the event will be held on February 21, 2026, in the OCPL Auditorium. Laura Jackson, environmental writer and humorist has been confirmed as emcee and Jermaine Lucious will return as DJ. West Virginia Northern Community College's Education Department will provide volunteers. The goal is 15 teams and five raffle baskets. The Elizabeth Stifel Kline Foundation awarded a \$1,000 grant, and additional sponsorships are being sought. Chuck Julian noted that this event has been our most successful fundraiser and membership drive – 54 individuals became members to participate in the inaugural bee.

Addition of Payment Source:

Tessa Weisenborn and Julie Coraccio researched Zeffy as an alternative to PayPal. Zeffy is fee-free and offers tools for event management, databases, and ticket sales. Jeanne Finstein moved to transition exclusively to Zeffy effectively January 1, 2026; Julie Coraccio seconded. The motion carried. Tessa will provide an updated QR code for use on membership cards and signage.

National Friends of Libraries Week:

Chuck Julian reported that FOCPL provided snacks for the October 21st Lunch with Books program. He and Jeanne Finstein attended and promoted FOCPL memberships to 30+ attendees. The group also highlighted FOCPL's founding role in the Lunch with Books program (established in 1973). Given the good turnout and ease of participation, the Board agreed to repeat the effort next year.

2026 Election of Officers:

Chuck Julian reminded members that current terms for all FOCPL officers and directors run through December 31, 2026. A slate of officers must be presented at the January meeting for Executive Committee approval, with elections held at the Membership Meeting on April 22 per FOCPL Bylaws.

Nominees have been identified for Vice- President, Secretary, Treasurer and all 3 Directors; a President is still needed. If no President is found, the Vice President will serve in an acting capacity until the position is filled. The Nominating Committee consists of Chuck Julian, Linda Comins, and Chris Villamagna.

Library Volunteer Support:

On behalf of the library, Makayla Carney requested volunteers for upcoming library events which would also include promoting FOCPL memberships. Georgia Tambasis volunteered to assist at the Harvest Fest on Saturday, October 25, 2025.

Meeting Schedule:

The 2026 meeting schedule was confirmed, with a new start time of **6:00 p.m.** (previously 7:00 p.m.) and corrections for some dates.

Other Business:

Dr. Julian reported that all IRS and West Virginia Secretary of State annual filings required for nonprofit organizations are being completed and will be submitted by him.

There being no further business, Dr. Julian adjourned the meeting at 7:55 p.m.

The next meeting of the FOCPL Board of Directors will be held on January 20, 2026, at 6:00 p.m.

Respectfully submitted,
Michael Hires