

Friends of the Library

Board Meeting

November 8, 2014

Amended January 15, 2015

Minutes

Present: Sarah Groleau (President), Donna Tung (Vice-president), Anne Cunningham (Treasurer), Gay Mocerri (Secretary), Paul Tung (Trustee), Elizabeth Rhymer (Librarian), Lee Allison, Lee Fritz, Judy Kucera, Sharon Meyer, Nancy Seabury, Claire Tracey, and Edna VanSaun.

Absent: Sylvia Carney, Diane Claveau, Chuck DePew, Nate Mathieu, Peg Scully, Bill Stoops

The meeting was called to order by President Sarah Groleau at 10:13 AM. She welcomed everyone and then began introductions.

Minutes from the May 17, 2014 Board meeting were reviewed. Anne Cunningham moved to approve the minutes; Sharon Meyer 2nd. The minutes were approved unanimously.

Anne Cunningham distributed and reviewed the Treasurer's Report. She thanked Claire Tracey for chairing the Book Sales and noted that those sales had exceeded projections for 2014. Anne also noted that letters would be sent to donors who had given previously but who had not yet donated in 2014. She also explained Amazon Smiles and the use of Amazon to sell used books. Anne reported that our total fundraising for 2014 should exceed projections. Donna Tung moved to approve the Treasurer's Report; there was a second for the motion. A unanimous vote followed.

Elizabeth Rhymer distributed and discussed the Librarian's Report. She emphasized the need for increased publicity. She requested additional funds to purchase library cards and a farewell gift for Judy. Anne Cunningham reminded everyone that the purpose of the Friends' fundraising was to enhance the town budget. She also described the Friends' 501c3 status.

Paul Tung presented the Trustees' Report. A new position of Assistant Librarian has been created that will require library and technology skills. In addition, the Assistant will work with the youth. Paul also acknowledged the Kidder Family's donation that funded library renovations. An Open House will be held on November 22, 2014 for the public to see the improvements.

Committee Reports were presented. Sarah Groleau spoke about Program. A coordinator is still needed. She spoke about the partnership with the Historical Society and presented a tentative calendar for 2015. Donna Tung presented for Terri Brooks. Terri has requested suggestions for additional artists. Claire Tracey announced the next Book Sale on November 22, 2014. She suggested marking donated books by year. She is also looking into Fulfillment by Amazon as a possible option. Donna Tung also spoke for Sylvia Carney about Book Club. There are currently twelve active members who read and discuss eight titles a year including the One Book One Valley selection. Sharon Meyer spoke about Books on Wheels.

She was pleased to report that they were able to assist many customers this year. Sharon also spoke about the annual bake sale. A new coordinator is needed. Sarah thanked Sharon for her service.

Sarah Groleau explained and clarified the new Emeritus Status for Board members. A full description of these positions will be created for the May 2015 Board meeting. Board members may elect to serve as Emeritus members in an advisory capacity to provide historical perspective.

Sarah Groleau distributed a Volunteer Survey to all attendees. The survey will also be available in the library and will be included with the next newsletter. Gay Mocerri will coordinate the responses and share with all committee chairpersons.

The election of Board members for 2015 was unanimous following a motion by Donna Tung and a 2nd by Nancy Seabury. The following people were elected to serve on the Board: Sarah Groleau (President), Donna Tung (Vice-president), Anne Cunningham (Treasurer), Gay Mocerri (Secretary), Diane Claveau, Chuck DePew, Irene Hopper, Judy Kucera, Nate Mathieu, Peg Scully, Bill Stoops, and Edna VanSaun.

The following Board members were granted Emeritus Status by a unanimous vote after a motion by Judy Kucera and a 2nd by Sarah Groleau: Lee Allison, Lee Fritz, Sharon Meyer, and Nancy Seabury.

After thanking Anne Cunningham, Sarah Groleau distributed copies of the new Financial Policies. A motion to approve was made by Judy Kucera and seconded by Donna Tung. These were approved unanimously. The Executive Board will investigate the need for and possible implementation of an audit or review of the Friends' financials.

Anne Cunningham distributed copies of the proposed budget. A unanimous vote followed a motion by Sharon Meyer and a 2nd by Lee Allison. Discussion ensued relative to Elizabeth's two requests. Regarding a \$500 gift for Judy, it was decided that our fundraising did not include gifts for service. In lieu of the \$500, Anne Cunningham moved to approve a \$50 gift; Sharon Meyer 2nd. The library cards were viewed as part of the operating budget, not an enhancement. Paul Tung was asked to share this with the other Trustees. A motion to approve \$466 as a one-time only expense was made by Sarah Groleau; 2nd by Edna VanSaun. It was also suggested that the Friends should create and post a mission statement to clarify their role in support of the library.

The Whistle Blower and Conflict of Interest policies were distributed by Gay Mocerri for the collection of signatures from all Board members.

Sarah Groleau repeated a need for additional help on the Board and with all Friends activities.

A motion to adjourn the meeting at 12:04 PM was made by Sarah Groleau and seconded by Anne Cunningham.

Respectfully submitted,

Gay Mocerri

Secretary

