

Friends of the Library
Executive Board Meeting

January 15, 2015

Minutes

(Amended)

Present: Sarah Groleau, Donna Tung, Anne Cunningham, and Gay Mocerri

Sarah Groleau called the meeting to order at 9:04 AM. Minutes from the Executive Board Meeting on October 31, 2014 were reviewed. An amendment to the minutes to reflect a proposal to change the By-laws to include emeritus status for Board members was suggested. The minutes were approved unanimously as amended. Minutes from the Board meeting held on November 8, 2014 were reviewed. The following amendments were suggested: Paul Tung's second of a motion was withdrawn because as a Trustee he was not eligible to vote; Whistle Blower and Conflict of Interest Policies were distributed for signature; and the Executive Board will investigate the possible audit or review of all financials. The minutes were approved unanimously as amended.

Anne Cunningham presented the financial report. We exceeded the budget projections for 2014 +\$2850 instead of the projected loss. Anne clarified the "other income" category as gifts that were received outside of the usual fundraising option, i.e., gifts designated for technology or the librarian's discretionary fund. There was a discussion about "cleaning out" the Friends list before the next newsletter since it includes people who are no longer active participants. It was suggested that we review the dates of future mailings and newsletters for better timing. Anne will also investigate ways to audit the Friends' financial records.

There was a discussion of "Emeritus Status." It was decided that a definition and an amendment to the By-laws would be presented at the Board meeting in May. All Board members who did not run for election in May 2014 would be offered the title/position.

It was also decided that the Executive Board would create a Mission Statement to clarify the role of the Friends in providing support to the library.

Although there are some changes to be made to the Financial Policies, it was decided that Gay Mocerri would post them "as is" on the website now, and any amendments would be presented for approval at the Board meeting in May.

At this point in the meeting, the Executive Board was joined by the Trustees: Anne Pierce, Paul Tung, and Laura Robinson. Chuck Brooks was also in attendance. [Note: Ann Pierce's term as a

Trustee expires in March 2015; Paul Tung, 2017; Laura Robinson, 2015, but she will run again; Tom Luke one year (appointed) alternate; and Chuck Brooks running to fill Wendall Packard's term (1 year).] Sarah Groleau had invited the Trustees to discuss, clarify, and define the roles of each group and to open lines of communication. Anne Cunningham read from the Friends By-laws to define what the Friends are supposed to be doing. Emphasis was placed on the Friends supplementing programs, not providing money for daily operations. The cost of library cards was identified as an operating expense. Although the Friends bought 1000 cards recently, the Board had voted to fund the cards as a one-time only expenditure. Gifts to retirees or outgoing Trustees were also discussed. It was agreed that money raised by the Friends would no longer be used for gifts. There was a discussion about how to simplify the budgeting process for Elizabeth and to create a clear spending process for Laura Robinson (Treasurer). Since it is difficult for Elizabeth to determine her needs for the next summer's program before the November meeting, it was suggested that Elizabeth be given a dollar amount in November and that she would then provide a breakdown by category for the May meeting. Anne Pierce requested that the Executive Board send a memo to the Trustees that specifies the budget categories, dates, and deadlines. In addition, Anne Cunningham will provide quarterly reports to the Trustees including balances in the discretionary fund and technology account. It was also suggested that the next newsletter include an article that explains exactly what the Trustees and Friends do relative to the Freedom Library.

The meeting returned to the Executive Board agenda at this point. The newsletter discussion and volunteer surveys were tabled. Sarah will request copies of keys to the library for Gay and Donna. There is still a need for a program director. A possible evening program about travels in Africa presented by Jack Wolter was discussed as an addition the 2015 program.

Book sales were discussed. The next event should be scheduled when the book room has been cleared of titles that have been around for a very long time and when sufficient new donations have been received. Sarah will communicate with Claire about working with her volunteer team to clean out old stock and shelve donations on a regular basis. In addition, Claire should find ways to get rid of old books in any way possible.

The next meeting of the Executive Board will be March 10 at 9 AM. At that time discussion to include mailing schedule, emeritus status, mission statement and the possible creation of a capital needs committee.

The meeting was adjourned.

Respectfully submitted,

Gay Mocerri and Donna Tung

