

## **Minutes from Friends Of the Library Board Meeting, 11/9/19**

### **Welcome**

In attendance: Sarah Groleau, Anne Cunningham, Harriet Fishman, Diane Claveau, Claire Tracey, Jen Meers, Kris Niiler, Cindy Fleming and Joanne Haley.

Also attending were Chuck Brooks, Trustee, Elizabeth Rhymer, Library Director and Joel Rhymer.

### **Secretary's Report.** Harriet Fishman

Motion to Approve Minutes from the May 4, 2019 meeting made by Jen and seconded by Anne. Approved unanimously.

### **Committee Reports**

#### **Bake Sale.** Judy Kucera

Although Judy was not present, her report demonstrates just how successful the bake sale was this year. It is believed that receiving larger baked goods and pricing them appropriately made the difference. Judy is willing to continue to serve as Chair. She asked to relay thanks to all those who contributed to the sale. Big thanks to Judy for her service.

#### **Book Sale.** Claire Tracey

Next book sale: 11/22 and 11/23.

According to the Budget, year to date book sales are just below their projected numbers.

As stated in the May 2019 minutes, there is an overflow of books in the downstairs room and a significant need to reduce the number of books being stored. This is especially true given the discussion (see below), which occurred about reducing the yearly book sales from 3 to 1.

Thank you Claire.

### **Programs.**

There is no one shepherding programs at present.

The duties of the program chair include contacting speakers, advertising, assisting in room set up, being present for the program (although Donna and Maureen have volunteered to be present during a program so that the chair would not necessarily have to do so), and communicating with Anne on payment if that is a part of the agreement. Contact Sarah or Elizabeth if you/someone you know is interested in chairing programs or helping with an event.

#### **Book Club.** John Shipman

John's report details the participation of the group and the books they read. It remains an enthusiastic group. Thank you John.

#### **Art Displays.** Joel Rhymer

Joel said he appreciated the Friends support for the art displays and believes an annual outlay of \$100 for opening and closing events is sufficient to pay the costs of the same. So far, the library has been treated to shows by Peg Scully and David Lee Black. Mr. Black will be speaking on December 5<sup>th</sup> at the library.

Future art displays will include Laura Thompson, Ruth Davidson and Kristen Emack.

Joel's focus is upon artists with local connections. If you know anyone, contact him. Thank you Joel.

#### **Passes Program.** Sarah Groleau

At present, active passes are at the Remick Farm and the Children's Museum.

#### **Library Director's Report.** Elizabeth Rhymer

See attached Report.

Thank you Elizabeth.

#### **Trustee's Report.** Chuck Brooks

Chuck reported the following:

Amanda has increased her hours since the Assistant Librarian position remains vacant. That is appreciated. The budget process is going well. A tree was removed from the grounds because it was dying. Removal has added more sunlight to the library. Gutters will be replaced this month.

Chuck also said other Trustees wanted to be present at today's meeting but personal/business requirements did not allow for this and they send their regrets.

Thank you Chuck.

**Elections.** Sarah Groleau

The Slate of Officers and Board Members were presented to the Board. By Motion from Kris and seconded by Jen, the Slate of Officers and Board members was unanimously accepted.

The Slate of Officers and Board Members are: Sarah Groleau, President, Donna Tung, Vice President, Anne Cunningham, Treasurer, Harriet Fishman, Secretary, Joanne Haley, Kris Niiler, Jen Meers, Dann Lewis, Raetha Stoddard, Miriam Englund, Gay Mocerri, Cindy Fleming, Judy Kucera, Irene Hopper, Diane Claveau and Shana Aisenberg.

**Treasurer's Report.** Anne Cunningham

See attached Reports

Income:

The funds received from the Annual Letter, Gifts and Bake Sale were up considerably from last year which more than made up for the slight decrease in other income streams. The expenditure for T-shirts was paid from the restricted income we received for this purchase. We had a net ordinary income gain rather than the projected loss.

The accounting was reviewed for the restricted donations, discretionary account, and restricted and unrestricted expenses.

Motion to Approve Treasurer's Report made by Kris and seconded by Jen. Approved unanimously.

**Proposed Budget**

Book Sale:

Discussion ensued about a proposal to reduce the number of book sales from 3 to 1. Given the space issues in the library, the significant labor needed to house, shelve and move books for the sales and the multiple potential uses for this room, those in attendance agreed to this reduction. The plan is to collect books ONLY between Ducky Day and OHW. In the first instance, we would request folks donate their books at that time. If that is not possible, there will be a list of places accepting book donations; the list will be compiled by Elizabeth, Claire and Harriet.

Expenses.

There is an increase in the proposed budget from \$4,000 to \$4,500 to purchase books. This sum has not been increased in approximately 10 years. In addition, patrons used Kanopy services close to the amount that was budgeted. The contract to renew Kanopy for the 2020 calendar year is \$1,300. If that sum is exceeded, there will be no further charge against the account. If that sum is not met, the balance gets rolled over to the following year. Kanopy's offer allows Elizabeth to promote its use without restriction. Again, Kanopy Streaming Services include: independent films, some "main steam" movies, documentaries, the "Great Courses", foreign films and children's videos. You can log in with your library card (and from your home, for example, so you do not have to appear at the library requesting a (Netflix) disk). Depending upon what you are streaming, borrowing times and charges differ. Kanopy sends an alert to the account holder when the account is getting low. It is user friendly.

Motion to Approve Proposed Budget made by Cindy and seconded by Claire. Approved unanimously.

The balances of funds held by the Friends, (see handout dated 10/31/19) was reviewed.

Motion to Adjourn the Meeting made by Jen, seconded by Kris. Approved unanimously.

**Next FOL Executive Committee Meeting: 1/16/19 @ noontime.**

**Next Friends of the Library Board Meeting: 5/2/19 @ 10:00am.**

Respectfully submitted,  
Harriet Fishman