

Friends of Freedom Library

Board Meeting — November, 2018, 10:00 am

Board members: Sarah Groleau, Anne Cunningham, Jen Meers, Diane Claveau, Dann Lewis, Cindy Fleming, Edna VanSaun. Lee Fritz (emeritus). Proposed new members: Joanne Haley, Harriet Fishman

Also attending: Maureen Elliott, Chuck Brooks, Elizabeth Rhymer.

Meeting was called to order by President, Sarah Groleau. Welcome and introductions.

The board accepted Aly Moore's resignation.

Minutes from 05/05/18 meeting. Motion to accept (Anne C./Dann L.) Corrections: List Lee Fritz as emeritus, correct spelling of Claveau. MSP as amended (unan).

Election of Board members for coming year (see slate on agenda). Motion to recommend Bill Stoops as emeritus member (Anne C./Cindy F.). MSP (unan). Motion to accept slate of board members (Cindy F./Dann L.). Joanne Haley's name was corrected from Joan. MSP (unan). Request from Harriet F. to explain relationship between Friends and Library trustees. Anne Cunningham and Sarah Groleau explained.

Committee Reports:

Art displays: Terri Brooks is always looking for more artists to display.

Bake sale: This year's bake sale went great. Appreciated larger items and gluten free options. Judy K. will be in touch about next year's event.

Passes: See Librarian's report for information on pass usage. Generally going well.

Book sale: See attached report

Programs: See attached report. Shana could use some help with scheduling and preparing as she is getting busier. It was suggested that art/project related programs be investigated.

Book club: See attached report.

Librarian's Report: See attached. Appreciation was expressed for the Freedom Bulletin Board. Elizabeth R. suggested getting the word out to people that she can help people get set up to receive.

Trustees' Report: Chuck Brooks reported that the replacement lights (LED) are more efficient and brighter. They worked with Eversource and received rebates. The Board of Trustees has been reorganized with Chuck back as the chair and Jayne Britton as treasurer. The Trustees have hired a bookkeeper to help with finances and that is going well. As a long-term goal they are considering asking the town to add to the trust fund so that more energy efficient windows can be put in.

Treasurer's report: See attachments. Anne C. explained 2018 spending and 2019 budget. Motion to accept budget (Edna V./Dann L.). There was a question regarding the new projector purchase and how much the old projector had been used. Elizabeth R. reported that it was "borrowed" about 12/year. However the current projector has outdated connectors. There was a question about liability. The projector would be covered by the same circulation policy as other materials and borrower would be responsible if damaged or broken. Budget MSP (unan).

Upcoming: LYBNT (Last Year But Not This Year) letter to be sent. Newsletter in early December.

Harriet Fishman volunteered to serve as secretary.

Next meeting: May 4, 2019, 10:00 am.

Motion to adjourn

Friends of the Library
Board Meeting and Elections
Agenda
11/3/18
10am

Welcome

Accept resignation of Aly Moore who is volunteering with another organization.

Secretary's Report
Review 5/5/18 Minutes

Elections:

Sarah Groleau (P)
Anne Cunningham(T)
Donna Marie Tung (V)
Secretary (open)
Harriet Fishman

Shana Aisenberg
Dann Lewis
Diane Claveau
Jane Johnson
Miriam Englund

Jen Meers
Kris Niiler
Judy Kucera
Cindy Fleming
Edna Van Saun

Claire Tracey
Raetha Stoddard
Irene Hooper
Joan Haley
Chuck Depew
*Bill Stoops

Joanne

*volunteered
😊*

Committee Reports
Book Sale
Programs
Book Club
Passes – see Library Director's report
Bake Sale
Art Displays

Library Director's Report

Trustee's Report

Treasurer's Report
Assistant Treasurer?
2018 Recap
Budget Proposal

Upcoming: LYBNT Letter
Newsletter
Freedom Rings in the Holidays – Pint Glasses for Sale, Book Sale

Others?

Adjourn

Next Meeting: May 4, 2019 10am

Friends of Freedom Library
Board Meeting

May 5, 2018, 10:00 am

Board members: Sarah Groleau, Donna Tung, Anne
Cunningham, Jen Meers, Diane Claville, Kris Niiler, Dann
Lewis, Lee Fritz, Cindy Fleming, Shana Aisenberg, Judy
Kucera, Aly Moore, Jane Johnson, Edna VanSaun, Miriam
Englund, Chuck Depew

Diane Claville

Events

Also attending: Jayne Britton, Maureen Elliott, Chuck
Brooks, Paul Mathieu, Elizabeth Rhymer

Meeting was called to order.

Introductions were made.

The board accepted Maureen Elliott's resignation and
thanks her for accepting the position of alternate to the
Library Trustees

Secretary's report from 11/4/17 meeting. Motion to accept
(Shana A./Kris N.). typos were corrected. Jane Johnson
added to absent list. MSP as amended.

Treasurer's report: Fundraising hasn't really kicked off yet
for 2018. Budget was reviewed. Boxed items represent
items that have changed since November. Motion to accept
(Diane C./Edna V.) MSP

Sarah noted that we are looking for an assistant treasurer to
learn the ropes from Anne.

Committee Reports:

Book sale: presented by Donna T. Jayne Britton requested
that any extra children's books be donated to Laundromats.
Anne will pass this on to Claire.

Bake sale: Dates are confirmed as August 10 and 11.

Programs: Shana would like help with scheduling, helping
with presenter needs, publicity and hosting, as her schedule
limits the days that she is available. Edna V. volunteered. It
was noted that there has been great feedback on programs.

Passes: The passes for 2018 are Castle in the Clouds,

Canterbury Shaker Village, Remick Farm, and Squam Lake Science Center.

Art displays: Chuck B. reported that Terry is always looking for more artists to display.

Book club: there has been good participation in the book club.

Trustees' Report:

1. Laura Robinson has met term limit. Jayne Britton has moved up as new member, Maureen Elliott is now the alternate.
 2. Chuck Brooks is now treasurer
 3. There has been some tree trimming/pruning of trees and Mt. Garden Club will be doing flowers.
 4. They are engaging with Eversource to replace fluorescent lights with LED. Should result in less cost and maintenance.
 5. Looking at an extra source of heat/AC for basement.
- Special thanks to Chris Libby for all his work as assistant librarian.

Librarian's Report: Elizabeth also requested that FOL board members help solicit donations for prizes for the summer library program.

Next meeting: November 3, 2018, 10:00 am.

Motion to adjourn (Donna/Anne)

Friends of the Freedom Public Library

Book Sale Report

November 3, 2018

Committee Members: Diane Claveau, Kevin Connerton, Anne Cunningham, Maureen Elliott, Mary Marchand, Barbara McEvoy, Laura Robinson, Claire Tracey

Funds Raised for Book Sales in 2018:

Ducky Day and Old Home Week	\$ 1,563	
Freedom Rings in the Holidays, November 17th	TBD	
Budget for 2018	\$ 1,600	we need to make \$37 to meet our budget REAL EASY!

We received so many donated books this year that we had to clear all the books already on the shelves to make room for the new books. We boxed all the books from prior years. This amounted to about 40 banana boxes of books. We saved 14 boxes and will place them on two tables in the wide aisle during Freedom Rings in the Holidays sale. The rest of the boxes were taken by Anne Pierce who took them to a depot in Berlin that forwards them to places that are in need, including the Quincy prison. A heartfelt thanks goes to Anne and her husband who lugged all those boxes to their van and then traveled to Berlin to drop them off.

The Freedom Old Home Week sale was a big success with funds raised of \$866. My personal thanks goes to my team, especially Anne Cunningham and Kevin Connerton who stepped up when I was unable to attend the sale.

Our next sale is Freedom Rings in the Holidays on Saturday, 11/17 from 9 AM to 3 PM. I placed a signup sheet at the library for volunteers.

I am currently in the midst of sending out all the ads to various newspapers and circulations announcing the sale. We will have one more book shelving just prior to the sale to make sure everything is ready. I will communicate with Elizabeth to not accept any more donations effective Saturday, November 10th.

Submitted by Claire Tracey, Coordinator

Programs - report November 2018

Since the last FOL meeting in May 2018, we've presented the following programs. We offered no programs during the summer so as to not conflict with Historical Society programs. We've consistently received positive comments about our programs.

May 22nd, AARP Fraud Protection - Marc Boyd. 18 people attended this program. It was informative, however I personally thought the speaker spent too much time promoting other AARP programs. This program was free of cost to FOL, so I guess we get what we pay for. :)

September 19, "Pruning in the Yard" - Peter Hoag. Jane Luke contacted Peter and set up this program, which was unfortunately canceled last minute due to a conflict with Freedom Community Club dinner and presentation. We hope to reschedule this in the spring.

October 30th, Amy Beach in Words and Music - Marie Harris and Adi Rule. 18 people attended this program, and was very well received. Marie and Adi are wonderful presenters.

Many thanks to Chris for creating awesome posters for our last few programs!

Between music gigs and other interests, I haven't always had as much time as I'd like to devote to coordinating Friends of the Library programs. Looking ahead to our 2019 season, it would be wonderful if anyone else was interested in volunteering to help with behind the scenes tasks of booking some of our programs, writing press releases, and/or being available on the day of the programs to help set up, deal with presenter AV needs and host programs. If you wish to help, please contact me at <shana.aisenberg@gmail.com>.

Shana

From: Sylviacarney1 sylviacarney1@gmail.com
Subject: Re: FOL Committee reports
Date: Oct 30, 2018 at 7:23:49 PM
To: Sarah Groleau sarahgroleau@yahoo.com

The book club continues to attract an average of 13 enthusiastic readers.

Our meetings consist of listening to each individuals perspective of the book under discussion. Readers consistently say one of the things they like best about being part of the book club is "the book club has led them into reading books they never would have read".

The book group thanks you for your content need support.

Sincerely

Sylvia Carney

Sarah, not sure if the following info was reported at the last meeting, not sure when the meeting was held.

We had a guest speaker, Mark Okrant discussing his book "Whacked" at our April meeting. The Friends generously purchased copies for the group.

Sent from my iPad

Sylvia

On Oct 30, 2018, at 10:24 AM, Sarah Groleau <sarahgroleau@yahoo.com> wrote:

The Board Meeting is at 10am Saturday, please send or bring committee reports!

Thanks for all you do!!

Sarah

Sent from my iPhone

Librarian's Report to the Friends of the Library
Freedom Public Library
November 3, 2018

We had another fantastic summer with 194 kids, teens and adults actively participating in our Summer Reading Programs. We had 203 in 2017 so it was slightly down, but the amount of reading was way up in all age groups. We gave away Freedom Public Library pint glasses for adults who read at least two books. People seem to like them but not as much as the mugs from 2017. The most popular addition was the collaborative sticker project: readers of all ages got a strip of stickers to add to the poster and gradually the mosaic-style image took shape – hot air balloons. We will do this again next year!

The Summer Reading Kickoff at the school was a big hit featuring the amazing Yo-Yo Guy John Higby. We had quite a number of people in the community attend. The next day we had 110 kids and adults at the "School's Out!" party. Hannford didn't come through with funding for the ice cream sundaes, so thank you FOL for the craft supplies, the bouncy house and the ice cream! It was a really great day and very much appreciated by all who attended. The Friends' Summer Reading Celebration on Ducky Day was super successful and fun for all. We had many people sign up for summer reading that day and it increased awareness of all our summer offerings. The iced coffee was awesome!

Our summer programs were the same as in the past with strong attendance at Storytime, Writing Workshop, Fun Friday and Pizza and Movie. Teen attendance was tepid but we haven't given up! Wildlife Encounters came again during Old Home Week. It was attended by over 100 adults and kids! The Friday program with Alex the Jester was attended by 30 people – not nearly as many people as the program deserved. I wonder if people are burned out by the end of Old Home Week. I am thinking of moving this all-ages event to Tuesday afternoon next year.

Book club for kids: Cindy Fleming grades 3/4 - very successful + engaged

Our patrons appreciate the Museum Pass program provided by the FOL. Here are this year's statistics with last year's numbers in parentheses:

Canterbury Shaker Village – 4
Castle in the Clouds – 26 (22)
The Libby Museum (provided free) – 4 (8)
Squam Lakes Natural Science Center – 13 (14)
Remick Country Doctor Farm and Museum – 16 (14)

It was wonderful to have the Volunteer dinner in August so that some of our volunteers who are only here in the summer could attend. They really seemed to appreciate it. It was fun to have new faces at the party and I got a lot of good feedback about the event. Thank you so much to Anne and Scott for hosting. The invite list was a mile long because of all the help we get throughout the year. Thank you to the FOL for helping us to honor our volunteers!

I had a valuable experience at the Association for Rural and Small Libraries annual conference in Springfield, IL in September. The keynotes I attended included one featuring one of my favorite authors, Elizabeth Berg, with an homage to small libraries, and one with Dr. Carla Hayden, Librarian of Congress, who live-streamed in. Very exciting! The number of vendors is smaller than at the huge conferences but I discovered a couple of different products we might want to use and I got support from two vendors that we already use.

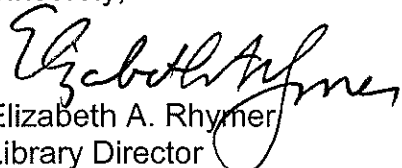
I loved how the sessions were all suited a small, rural library like ours. I took full advantage of the conference offerings. A couple of my favorite sessions were "Increase Circulation!" and "Coding without a Clue."

I found the conference inspiring and I came home with a number of ideas that I think will work for Freedom Public Library. We have already implemented some changes in how we circulate materials and how we count circulations. I am very grateful for funding from the Friends of the Library that made it possible for me to attend this conference.

Our fall programming is off to a good start. Chris is continuing with Dungeons and Dragons for grades 6-12. We have resumed Game Night for Adults and have started a hat knitting class with 10 people registered. The first FOL program of the fall, Amy Beach in Words and Music, was fabulous. I was happy that we were able to hold it at the library. We are putting more money into our monthly afterschool program for fun activities for kids thanks to the Friends of the Library. We get around 20 kids attending and somewhere around 30 for Pizza & Movie. I used money donated to the FOL Librarian's Discretionary Account to purchase video equipment including a green screen and stand, umbrella lighting, and microphone. We used the green screen for the first time as a backdrop for the Halloween portraits and I plan to let the kids at the afterschool program play around with editing the photos. I'd also like to let them try making a video using the green screen at a future afterschool event.

Many thanks to all of you for volunteering your time to make the Freedom Public Library continue to grow and thrive. Together we have a major impact on the quality of life here in Freedom!

Sincerely,


Elizabeth A. Rhymer
Library Director

Proposed Budget 2019 with Budget and Actual 2018

INCOME

4000 Unrestricted Income	Budget 2018	YTD 10/28	FYF 2018	Budget 2019
4010 Annual Letter	\$ 4,500.00	\$ 5,070.00	\$ 5,070.00	\$ 4,750.00
4020 Gifts	\$ 3,300.00	\$ 930.00	\$ 3,430.00	\$ 3,300.00
4030 Book Sale	\$ 1,600.00	\$ 1,562.70	\$ 1,762.70	\$ 1,600.00
4040 Bake Sale	\$ 700.00	\$ 612.20	\$ 612.20	\$ 600.00
4050 Lecture Donations	\$ 250.00	\$ 108.50	\$ 120.00	\$ 250.00
4060 Amazon Smile	\$ 90.00	\$ 104.41	\$ 115.00	\$ 125.00
4080 Other Fundraising	\$ 0.01	\$ 580.00	\$ 580.00	\$ 1.00
Total	\$ 10,430.01	\$ 8,967.81	\$ 11,689.90	\$ 10,626.00
4100 Restricted Income				
4110 NHHC Grants	\$ 250.00	\$ -	\$ -	\$ 250.00
4300 Div Income	\$ 0.00	\$ 138.87	\$ 163.87	\$ 150.00
4400 Interest Inc	\$ 0.00	\$ 51.42	\$ 52.00	\$ 50.00
Total Income	\$ 10,680.02	\$ 9,158.10	\$ 11,905.77	\$ 11,076.00

EXPENSES

6000 Direct Library Support	Budget 2018	YTD 10/28	FYF 2018	Budget 2019
6010 Summer Reading	\$ 2,050.00	\$ 2,185.32	\$ 2,185.32	\$ 2,150.00
6015 SRP Kickoff	\$ 150.00	\$ 208.35	\$ 208.35	\$ 175.00
Total 6010 Summer Reading	\$ 2,200.00	\$ 2,393.67	\$ 2,393.67	\$ 2,325.00
6020 OHW	\$ 860.00	\$ 1,025.00	\$ 1,025.00	\$ 1,000.00
6030 Supplies	\$ 700.00	\$ 375.88	\$ 533.57	\$ 700.00
6040 Film Programs	\$ 393.00	\$ 211.14	\$ 259.11	\$ 560.00
6050 Notary Public	\$ -	\$ -	\$ 75.00	\$ 27.00
6110 Books	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00
6120 Conferences	\$ 1,340.00	\$ 1,227.03	\$ 1,227.03	\$ 1,048.00
Total Direct Library Support	\$ 9,493.00	\$ 9,232.72	\$ 9,513.38	\$ 9,660.00
6200 FOL Programs				
6210 Lectures	\$ 1,600.00	975.00	975.00	\$ 1,200.00
6220 Passes	\$ 750.00	700.00	700.00	\$ 700.00
6230 1 Book/1 Valley	\$ 75.00	123.00	123.00	\$ 125.00
6240 Book Club	\$ 268.00	168.00	168.00	\$ 165.00
Total 6200 FOL Programs	\$ 2,693.00	1,966.00	1,966.00	2,190.00
6300 FOL Expenses				
6310 Postage	\$ 205.00	\$ 94.90	\$ 140.00	\$ 200.00
6320 Printing	\$ 170.00	\$ 190.64	\$ 190.64	\$ 100.00
6330 Supplies-Envelopes	\$ 175.13	\$ 158.95	\$ 158.95	\$ 160.00
6340 Filing Fee	\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00
6350 Volunteer Dinner	\$ 525.00	\$ 590.42	\$ 590.42	\$ 600.00
6360 Bank Charge	\$ 0.01	\$ 1.40	\$ 4.00	\$ 5.00
Total 6300 FOL Expenses	\$ 1,150.14	\$ 1,111.31	\$ 1,000.06	\$ 980.00
Total Expense	\$ 13,336.14	\$ 12,310.03	\$ 12,479.44	\$ 12,830.00
Net Ordinary Income	\$ (2,656.12)	\$ (3,151.93)	\$ (573.67)	\$ (1,754.00)
Capital Expenditure Request				\$ 299.99

Proposed Budget 2019 with Budget and Actual 2018

Library Funds (Other Income/Expense)			
8000 Unrestricted Income	Don't budget for these funds		
8010 Discretionary Account		\$	275.00
Total 8000 Unrestricted Income		\$	275.00
8100 Restricted Income			
8110 Restricted Donations		\$	300.00
Total 8100 Restricted Income		\$	300.00
Total Other Income		\$	575.00
9010 Unrestricted Expenses (Libr Discret)		\$	322.65
9030 Restricted Expenses (Rotary)		\$	154.10
Total 9000 Other Expense		\$	476.75
Total Other Expense	\$	-	\$ 476.75
Net Other Income	\$	-	\$ 98.25
Net Income		\$	(3,053.68)

Friends Balances 10/31/2018

Checking	\$ 6,428.24
Fidelity	\$ 22,523.67
Total Funds	\$ 28,951.91

Cash Management Calculation*

Checking Balance	\$ 6,428.24
Expected additional 2018 revenue	\$ 2,722.09
Balance of expenses 2018	\$ 169.41
Projected year-end checking balances	\$ 9,319.74

Proposed Expense budget for 2019	\$ 13,129.99
Funds to be transferred from Fidelity to checking	\$ 3,810.25

Funds remaining in Fidelity	\$ 18,713.42
Funds for the Rainy Day fund (50% 2018 income)	\$ 5,952.89
Funds available for library projects	\$ 12,760.54

* Final numbers (12/31/2018) will be slightly different