

## FOL Executive Committee meeting 10/18/17

### Minutes

Present: Anne Cunningham, Donna Tung, Sarah Groleau. Not present: Jane Johnson

Because Jane was not present, we skipped the secretary's report. WE do need to address several items:

- Post Minutes on the website
- Draft Board minutes emailed to members following the annual and semi annual meetings
- Check in to make sure that Jane is willing and able to serve as secretary

#### Treasurer's report:

Anne provided an update on YTD financials. We have not yet received the Q3 reimbursement request from the Trustees. Given two expected gifts that have not come in yet, we anticipate we will be on track for budgeted income. We are still working with a deficit budget, and we will need to address this at the board meeting. Anne will draft Budget proposal – she will reach out to committees to confirm their expectations for 2018. She will include line items for the Summer Reading Kickoff and for the Volunteer Dinner.

We reviewed the proposed financial policies – Anne will create proposals for a Cash Management Policy and an Investment Policy to bring to the board for approval at the November meeting. Anne will attempt to discover if any of our current assets are from a previous capital campaign, and therefore should remain restricted.

So far we have had two Paypal donations.

We will send out the LYBNT letter by the first week in December. Anne will prepare list, Sarah will write letter. Anne will order envelopes.

Sarah has applied for the Friends of the Library to be registered with

THROUGH CHOICE, ANNE WILL FOLLOW UP TO ENSURE WE ARE CHOSEN.

Sarah will write blurb for newsletter to remind Friends that we are eligible for Amazon Smile donations, especially as we enter the holiday shopping season.

#### Other Business:

The volunteer dinner has over 50 RSVPs. Anne has graciously offered to host, and has been working on invites and catering. We expect to be on budget for this event.

We will prepare and send out the newsletter the first week in December. Donna will organize volunteers to prepare mailing.

We reviewed our goal to better engage the board and the friends at large. We have concerns that the majority of the current executive committee has been serving for 5 years, and there is little other leadership on the board. How do we engage with new leaders? We had previously discussed term limits, but at this time, do not feel comfortable moving forward without known leaders to step up.

Elections: Donna will confirm intent to continue service. We will contact 7 potential candidates.

We will meet after the Board meeting to follow up on year end items – date TBD.

Respectfully submitted, Sarah Groleau.