

Friends of the Library and Library Joint Trustee Meeting

~~3/21/2018~~

9/2/18

Present:

Agenda

- 1) Introductions
- 2) Roles and contact information
- 3) Review current financial policies */update*
- 4) Communication
- 5) Upcoming items?
- 6) Any others?

Friends of Freedom Library
Executive Board Meeting with Library Trustees

May 2, 2018, 7:00 pm

Sarah Groleau, Donna Tung, Anne Cunningham, Jen Meers, Jayne Britton, Maureen Elliott, Chuck Brooks, Paul Mathieu, Elizabeth Rhymer

Introductions were made and a list was passed to be sure all contact numbers etc. are up to date.

The FOL noted that the Budget update from the Trustees was acceptable with the correction that there was a math error and there was \$150 extra in the budget that had not been applied anywhere. This was added to Library supplies making that line item \$700.

Financial policies were discussed:

Fundraising by FOL is to enhance programs/books, not for maintenance or other building projects

The budgeting cycle is driven by town cycle:

1. November FOL board meeting approves budget for next year. In November the FOL budgets for coming year based on previous year.
2. The Librarian and Trustees then have until the May meeting to decide where the budgeted funds will be used.

Elizabeth asked why an itemized budget is necessary in May when the money is already budgeted and the money can be moved between items if needed.

The FOL responded that it is their responsibility to donors to have guidelines as to where the money is going and how much, reiterating that these guidelines are not set in stone.

The group discussed the procedure for how the Trustees decide to use the funds and how they come up with the itemized budget for the FOL. Should it be initiated by the librarian or by the Trustees? As the Trustees cannot make decisions except at an official meeting, do all decisions requests have to go through the Trustees? In the case of the Comics Workshop, there was some confusion about how the decision was made and if everyone who needed to be involved was. There seem to be some places where communication between FOL, the Trustees and the Librarian can be improved. Email communications should be shared with entire group to be sure all know what is going on.

Paul M. did not have a copy of the financial procedures and Sarah will provide him one.

August 20 was set as the date for the Volunteer dinner.

Meeting adjourned: 8:30 pm

Freedom Public Library – FOL Budget Update Spring 2018

Association of Small and Rural Libraries Conference
Tuesday, September 11 - Saturday, September 15

Round trip airfare with checked bag from Boston to Springfield, IL **\$432** [although
airfare is currently about \$100 higher]

C&J Bus roundtrip from Dover **\$48.00**

Mileage **\$54.00**

Dinner Tuesday
Breakfast, Lunch, Dinner Wed
Dinner Thursday
Dinner Friday
Lunch Sat
\$132.00

Hotel 4 nights (Tues –Sat) **\$506**
(\$123/night including tax)

Total Conference Costs: \$1172

Summer Reading	2050
Adult Kick Off	150
OHW	860 [Wildlife Encounters \$435 2 nd program not yet booked]
Film	393 (updated from 293 in original request)
Library Supplies	650 700 -

Total FPL Programs \$4,103.00
CORRECTED: \$4,003.00

Budgeted + extra \$100 for film: **\$4,153**
Leaves \$150 in extra funds
put in supplies