

FOL EXECUTIVE BOARD MEETING MINUTES, 4/23/20

Given the Covid-19 crisis and the state's shelter-in-place policy, this meeting occurred using the Zoom Platform.

Welcome

In attendance: Sarah Groleau, Donna-Marie Tung, Anne Cunningham and Harriet Fishman.

The meeting opened with a lengthy discussion relative to how to conduct the May 2, 2020 Annual Meeting: by zoom or through email communication. Zoom would allow us the opportunity to discuss/answer questions regarding issues that have arisen. However, it does not allow more than 1 person to speak at a time and voting on items could be time-consuming. Also, the zoom process itself may cause stress in some individuals. Email communication could be more efficient especially because we do not have any significant issues but for the fundraising issue. (See below).

Steps to take: Sarah to draft email to all Board Members asking about the manner in which they want to conduct the May 2 Annual Meeting. Executive Board to review email. Sarah to contact Committee Chairs and request their reports ASAP. Anne to merge all Committee Reports as well as the Secretary and Treasurer's reports so the email contains only 1 attachment. Anne to email the merged reports to Harriet. Harriet to send email plus attachments to all Board Members. Donna to call Board Members so they have a heads up that Harriet's email is coming, with the expectation that they respond quickly. Board members who do not respond will have to be called again.

Fundraising discussion – Being very mindful of the current financial condition but also the population the library services now and during the summer, the following questions raised were: Do we remain on the July/November solicitation schedule? In a gentle way, do we request donations in a July mailing and ask more directly come November, if circumstances allow? The theory is folks need to understand the incredible job Elizabeth has done during this crisis to keep library services up and running.

Secretary's Report

Approval of Last Executive Board Minutes

After review and with the addition of the purchase of the \$4,500 CD (September/October 2020 book money), Motion approved unanimously to accept 1/16/20 FOL Executive Board Minutes.

Website update, including the posted Executive Committee Responsibilities

Harriet to do what she was supposed to do from last meeting: review and remove announcements of old events. We will each review our personal job descriptions and make changes where necessary. Upon agreement of the final distribution of responsibilities, Harriet to make the changes on the website. Also, Harriet will remove minutes that are 2 years+ old once Anne determines we have electronic copies of the same.

COI and Whistleblower policies

Signed by all Board Members.

Gift Policy

Sarah will forward to Harriet the language for a simple gift policy. The Board will need to review the policy before it is instituted. Issue for November board meeting?

Job Descriptions

It will be the Secretary's responsibility, with assistance from the Vice President, to receive the "mail merge" from the Treasurer and print, stuff and mail the personalized thank you letters. Anne and Harriet will check their computers systems to determine if they "match" so Harriet can now print the address labels. FYI: These letters differ from the Postal Patron Letters (975 in number and contain our letter, newsletter, response card and summer schedule), which are not personalized.

Treasurer's Report

2020, January 1 – April 23, Profit and Loss, Budget v. Actual

Anne will purchase a 6 month \$9,000 CD with funds from the Rainy Day Fund and a 3 month \$4,500 CD, with “book money” funds, if the 3 month CD rates are higher than the Money Market rates so as to make such a purchase worthwhile.

Noteworthy in the report is the Line Item for Gifts. It is large because of the matching funds Sarah donated in 2020. The Executive Committee voted not to pay the December 2019 Netflix bill (\$15.99) since it is an ongoing 2019 monthly expense and our books for 2019 are closed.

Anne will create a separate line item on the budget (#6241) for the special request by the book club to buy books (\$107.88)

The Executive Committee approved \$500 requested by the Trustees to fund the purchase of gift certificates from local businesses; those same businesses who usually donate gift certificates to the summer reading program. (To be added to the budget.) Elizabeth thought this could be 1 small way the Library could give back to those who have given to us. Anne will inform the Trustees and Elizabeth of the Executive Committee’s vote. Finally, there was more discussion about finding additional cash for summer program purchases. (See Programs.)

Since we do not know how Covid-19 will impact our programs and budget, no other financial issues were discussed.

Book Sale/Book Room

What will happen this year?

Programs

Elizabeth is looking into: (1) How to create a summer reading program assuming Covid-19 restrictions continue. She has ideas about the children’s programs but there will be no kick off as we have come to expect because of school closures. The ideas for adults are more difficult. Suggestions? (2) Money that was used in the past for programs, activities, presenters may now be used for virtual programs or to increase the purchase of gift certificates/prizes for the summer reading program. The Executive Committee agreed that funds could be shifted to accommodate these choices so long as the funds are used to provide library services now and during the summer. (3) The Program Budget is \$1,200. Elizabeth is looking into 2 specific programs: gardening and painting night. She would like our help and participation. Finally, **(4) All of the activities from the Library are presently being accomplished by Elizabeth alone. Amazing.** However, she will need assistance, especially in the coming months.

Passes

We “passed” on this decision for now.

Other Old Business

During the Trustees Meeting in which Anne was present, she learned they are not moving forward with changes to the book room at present because of long-standing Code and ADA accessibility issues.

New Business

Virtual offerings:

Kanopy usage is going well.

Anne has a friend who has another virtual tool. Information to be shared.

Harriet spoke about Broadway- HD and Ken Burns. Information to be shared.

Next meeting:

FOL Board Meeting: May 2nd; the manner in which it is conducted TBD.

Executive Board Meeting: June 18th; 2:00pm.

Respectfully submitted,
Harriet J. Fishman