

FOL EXECUTIVE BOARD MEETING MINUTES, 10/24/20

Given the Covid-19 pandemic, this meeting occurred using the Zoom Platform.

Welcome

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

Secretary's Report

Approval of Executive Board Minutes

Motion approved unanimously to accept 4/23/20 and 6/24/20 FOL Executive Board Minutes.

COI and Whistleblower policies

These need to be signed by all board members. Following the November 7th meeting, Harriet will email the policies with a request they be electronically signed/returned.

Treasurer's Report

2020, January 1 – October 22, Profit and Loss, Budget v. Actual

Anne detailed the actual versus budgeted expenses which reflect less fundraising (no book nor bake sales, as examples) but also less expenses incurred (no conferences, OHW nor 1 book 1 valley, as examples) due to the pandemic. Also highlighted was the receipt of the \$3,000 CARES grant which paid for adult gift certificates/kids and teens supplies for the Take and Make programs. Finally and as of the typing of these minutes, we have received approximately \$6,000 from the "soft ask" fundraising letter: 115 donations, most of which were either the same amount or an increase from their 2019 donation, including a number of new donors. At a time when other libraries and organizations are seeing a reduction in their donations, ours have slightly increased.

2020 Budget, YTD, FYF and 2021 Budget

Of note is the unknown cost of Kanopy for the year 2021. They have yet to communicate their fee agreement. For the year 2020, we certainly chose the right plan. If we had chosen their other fee structure (pay/each use plan) our expenses would have doubled. The community has enthusiastically received Kanopy, as reflected by its usage.

The 2021 budget reflects the resumption of "normal" programming/events by the summer of 2021. Whether that time frame is realistic will be determined in May by the scheduling (or not) of OHW.

Motion approved unanimously to accept Treasurer's Report.

Upcoming Board Meeting Agenda

Secretary's Minutes

Treasurer's Report

Committee Reports

Trustees Report

Elizabeth's Report

Adaptation/Programs to consider in light of COVID

 Kanopy, expecting an increase in cost

 Other On-line lectures, programs

 Options to assist folks in book disposal

 Yard Sale

 Thank you gift/card for volunteers??

Other Old Business

Donna will contact all board members to determine their interest in remaining on the Board and confirm their Zoom attendance at the November 7th meeting.

Harriet (with Anne's assistance) will prepare the Conflict of Interest and Whistleblower Policies to be executed electronically by board members, in the first instance. Follow up may be required.

Sarah will contact Committee Chairs and Elizabeth to send their reports to Anne. (Anne may have some reports already.) Anne will send Harriet all reports (listed above) in one "file". Harriet will email reports to all board members prior to the November meeting.

New Business

None discussed.

Next Executive Board Meeting: TBD.

Respectfully submitted,

Harriet J. Fishman

Reply

Forward