

FOL BOARD MEETING MINUTES, 11/7/20

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

Welcome

At the start of the meeting, in attendance were: Sarah Groleau, Donna Tung, Anne Cunningham, Harriet Fishman, Cindy Fleming, Shana Aisenberg, Judy Kucera, Claire Tracey, Jen Meers, Kris Niiler, Chuck Brooks, Trustee and Elizabeth Rhymer, Library Director. Joining the meeting thereafter were Joanne Haley, Dann Lewis and Jane Johnson.

Secretary's Report. Harriet Fishman

Motion to Approve May 2, 2019 Board Meeting Minutes made, seconded and unanimously approved.

Motion to Approve Slate of Officers made, seconded and unanimously approved. The slate of officers are Sarah Groleau, Donna Tung, Anne Cunningham, Harriet Fishman, Cindy Fleming, Shana Aisenberg, Judy Kucera, Claire Tracey, Jen Meers, Kris Niiler, Joanne Haley, Dann Lewis, Jane Johnson, Gay Mocerri, Miriam Englund, Irene Hopper and Diane Claveau.

Conflict of Interest and Whistleblower policies will be sent electronically to all Board members. Please sign, scan and return them to me or print them off and return them to the library at your earliest convenience. If they are not returned to either me or the library, I will mail a hard copy to you for your signature.

Library Director's Report. Elizabeth Rhymer

See report which outlines the significant and wonderful work the library has done since the beginning of the pandemic. Individuals on the Board stated their gratitude towards Elizabeth for the work she and her staff have performed during this time. The community at large expressed their gratitude in response to our fundraising letter. See Treasurer's report below.

Trustees Report. Chuck Brooks

Chuck informed the FOL Board the Trustees are reviewing the Best Practices for Volunteers during this opportune time when there are no volunteers working at the library. Two issues, in particular, were discussed. The first relates to the definition of "employees" and whether our volunteers would fall into that category given they volunteer on a particular day, at a particular time and for a particular duration. Sarah told Chuck about decisions from the DOL which appear to address this issue. The second relates to the volunteer's access to personal information of our patrons. The Trustees will engage in further discussion about these and other issues. No decision has been made yet. Chuck wanted the Board to understand the budget would clearly be impacted by a decision to eliminate/restrict volunteers.

Committee Reports.

Bake Sale. Judy Kucera

Over the past 5 years the bake sale numbers have varied with 2015 looking very similar to 2019 and 2020 being impacted by the pandemic. Judy has confidence in her \$700 budget number once the community "reopens". If necessary, alternatives to delivery of baked goods can be considered. See report.

Book Sale. Claire Tracey

See report.

When a request is made about donating books, Elizabeth provides Kevin's name and number and relays information to the inquirer with regard to the library's eventual receipt of a portion of Kevin's sales proceeds. Therefore, the FOL should expect to receive a donation from Kevin.

Book Club. John Shipman

See report.

Art Events. Joel Rhymer

See report.

Treasurer's Report. Anne Cunningham

The Budget:

At present, instead of a \$2,383 projected loss, we have a \$893 gain: the impact of COVID on both revenue and expenses.

There was discussion about the positive response to our August 19th fundraising letter: the number of donors, new donors and average amount of donations. With Anne's table, we could compare 2019 with 2020 fundraising numbers.

The 2021 budget reflects questions/assumptions about when we will be able to restart in-person events. The budgetary increases include an additional amount for the summer reading program (additional costs because of use of virtual platforms) and an increase in the cost of Kanopy. We certainly got our monies worth from Kanopy in 2020. However, their charges are increasing for the same services. Also, we were informed that if we exceed a certain usage by midyear 2021, they will reduce the numbers/month any individual can have access but will not increase the cost to us. Also, if we do not expend all of the funds by the end of 2021, the outstanding balance can be used in the following year. The end of the year "soft" fundraising letter for those who have not yet donated to the library in 2020 was discussed.

If approved, the Proposed Budget for 2021 reflects a loss of \$3,516. We have had projected budgetary losses in past years. In actuality, we have not suffered an end of year loss. But, if a loss materialized, we have the funds to cover it. We have \$36,737 in total funds.

Elizabeth spoke of holding a Trivia Night as a fundraiser. Bonnie Burrows agreed to assist with content Elizabeth needs a technical person to set this up.

Motion to Approve Treasurer's Report and 2021 Budget made, seconded and unanimously approved. See corrected report from Anne.

Other Old Business.

None.

New Business.

The Executive Committee needs additional assistance to take over some of the tasks it performs. We are seeking a "Membership Committee Chair" ASAP (rename it, if you like), to help coordinate mailings and maintain the FOL list. The job description was highlighted. A comfort level using Mail Merge, Word and Excel is necessary. These mailings generate \$6,000-8,000/year in income for the Friends. Several summer people names were mentioned as possibilities. What about reaching out to folks on our donor list? Or, the Freedom Bulletin Board? New folks in town? In addition, there is a need for future Executive Board Members. Minus Harriet, each of the other Executive Board Members have been on the Executive Committee for more than 8 years. New blood is needed.

Finally, Sarah questioned whether we should give a token gift/note to our volunteers: one of our responsibilities is to thank you volunteers. The pros and cons were discussed including the costs associated with a SMALL gift and the unused line-item in our 2020 budget for the Volunteer dinner. The Executive Committee was authorized to make the final decision, which meeting occurred immediately after the conclusion of this meeting.

Next FOL Executive Committee Meeting: TBD (The Executive Committee did meet after the full board meeting to decide the issue of a gift for volunteers.)
Next Friends of the Library Board Meeting: May 1, 2021 @ 10:00am.

Respectfully submitted,
Harriet Fishman