

FOL EXECUTIVE BOARD MEETING MINUTES, 4/23/21

This meeting occurred via Zoom.

Welcome

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

Procedure for electing/appointing a new person to the position of FOL's President and accepting Sarah Groleau's resignation.

At the beginning of the next board meeting, Sarah will resign; Cindy will call for a Special Election at which time Cindy (and anyone else seeking the nomination) will be nominated for President of the Board and the Board will vote. Sarah will remain a board member.

At the meeting, Cindy will ask for nominations for the Mailing Coordinator. (See below.)

Secretary's Report. Harriet Fishman

Minutes from the October 24 and November 7, 2020 Executive Meeting approved.

Action Items:

1. Volunteer thank you gifts. Since the summer 2020 Volunteers Dinner was Covid-prohibited, thank you gifts were given to volunteers; feedback was very positive.
2. Mailing Coordinator. Sarah spoke with numerous individuals in order to locate a person willing and able to accept this position. From her conversations, Sarah determined there are folks willing to do so but they do not have the requisite technical skills necessary for the job. The position requires a tech savvy, local individual who has the time to do the work. This issue needs to be addressed before the summer mailing season. Again, the annual revenue generated from the activities presently performed by Anne and set forth in the job description of a Mailing Coordinator (See Anne's prior email for the job responsibilities) equals \$7,000-8,000. Cindy and Anne will speak about redistribution of labor as an interim measure. Cindy has a few individuals in mind whom she will approach about this position.

The Executive Board had a discussion about the responsibilities/expectations of board members, attendance at a majority of board meetings being a suggested requirement. This issue needs further discussion.

Treasurer's Report. Anne Cunningham

Reviewed Budget/Actual January 1 through April 21, 2021. Highlights: There is a \$7,000+ increase in the FOL bank account balances from December of 2019 to present, in no small part due to a \$5,000 anonymous donation and Sarah's Thrivent matching donation. Thank you, Sarah and the anonymous donor! As a reminder, we budgeted for this year as if all the library activities would return to "normal".

Donna and Harriet need to inform Anne of the number of envelopes and stamps they have in their possession.

Budget Requests. The Trustees of the Library have requested funds to purchase a new photocopier (\$4,950) and replace the entry door (\$6,000). With some hesitation, the Executive Committee will recommend that the Board support the Trustee's request for the purchase of a photocopier. The amount to be provided and other questions raised will be discussed/voted upon by the full Board. The Executive Committee acknowledges the photocopier is a library resource for its patrons. However, the request to fund the

replacement of the entry door is not supported by the Executive Committee. This decision is based upon the mission of the FOL: to enhance the manner in which the library serves its patrons. The mission influences how we go about fundraising for the library. The door is a facility maintenance issue; a capital improvement to the building. It is not within the current fundraising purview of the Friends: for books and programs that improve the patrons' library experience. There is no history of the Friends donation to the maintenance of the building. State law places such obligation upon the Library Trustees.

Anne will include numbers in the revised budget presented to the full board at the next meeting for the purchase of Library Passes, the Door and the Photocopier.

Fundraising Plan: Because last year's fundraising plan was so successful, we are repeating what we did. A Newsletter from the President within which there will be a request (soft sell) for a donation and a remittance envelop will be sent the beginning of August. Among other things, the Newsletter will include expected events at the Library.

New Business

Ducky Day.

It will be virtual again this year. We will not participate: no a bake/book sale.

Reading Program Kickoff.

June 12th is the date. It will be held outside; social distancing and masks required, as are volunteers. Refreshments: Anne will speak with Bobbie Sue's about purchasing 200 gift certificates for those who sign up for the Program. 2019 participation: 193 sign-ups with 171 actual participants; 2020: 133 sign-ups. Cindy will speak with Elizabeth about the refreshment idea.

Agenda for May 1st Board Meeting

Sarah reviewed the agenda for the meeting.

Passes Program

The Executive Committee approved Elizabeth's request for the purchase of passes to Squam Lake, the State Parks, Castle in the Clouds and Remick Farm. Anne will look into the cost of a pass to Believe in Books/Theatre in the Woods.

Zoom Account

Should we purchase a Zoom Account for the Library?

Next Executive Committee Meeting: TBD.

Next Friends of the Library Board Meeting: 5/1/21 @ 10:00am via Zoom.

Respectfully submitted,
Harriet Fishman