

## **FOL BOARD MEETING MINUTES, 5/1/21**

**Given Covid restrictions, this meeting occurred via Zoom.**

### **AGENDA**

#### **Welcome**

In attendance were Sarah Groleau, Donna Tung, Anne Cunningham, Harriet Fishman, Cindy Fleming, Shana Aisenberg, Judy Kucera, Claire Tracey, Jen Meers, Kris Niiler, Dann Lewis and Miriam Englund. In addition, Elizabeth Rhymer, Library Director was present as were Trustees, Chuck Brooks and Maureen Elliot. Thereafter, joining the meeting was Board Member Jane Johnson.

#### **Special Election, Sarah Groleau/Cindy Fleming.**

- Sarah resigned as President of FOL.
- Motion by Donna, seconded by Dann and by unanimous vote, Cindy Fleming was elected as President of the FOL Board.
- Motion by Cindy, seconded by Harriet and by unanimous vote, Sarah will remain a member of the Board.

#### **Secretary's Report, Harriet Fishman.**

- Motion by Cindy, seconded by Donna and by unanimous vote, the Board's minutes from 11/7/20 were approved.
- Please send your signed Conflict of Interest and Whistleblower forms to Harriet if you have not done so.

#### **Library Directors Report, Elizabeth Rhymer.**

-Motion by Sarah, seconded by Miriam and by unanimous vote, the Board accepted the Report from the Librarian, a copy of which is attached. For further discussion about Summer Reading Program, see below.

In a heartfelt manner, Elizabeth conveyed just how much she appreciated Sarah's service to the Library: the significant time and effort put forth by Sarah over these many years has been highly valued. Thank you Elizabeth for saying out loud what all of us were thinking.

#### **Trustee's Report, Chuck Brooks.**

Elizabeth, Chuck and Robin met with Terry Knowles, a retiree of the State of New Hampshire's Charitable Trust Division. Chuck's takeaways from the meeting were: 1. Any gift provided by the FOL to the Trustees must be formally accepted by the Trustees and any gift provided by the FOL to the Trustees greater than \$5,000 may not be accepted without first holding a Public Meeting. 2. When the Trustees send their proposed budget to the Town, the proposal should set forth the gross amount needed to run the Library, including but not limited to the requested funds from the Town. 3. The Library's budget request to the Town should not be a separate warrant article; it should be included in the overall funding for town services. 4. Any remaining Town funds after 12/31 need to be returned to the Town. But, how then can the Library function between the 1<sup>st</sup> of the year and the date the town approves its budget? As Sarah explained, every year, by December 31<sup>st</sup>, the Library's budget needs to be "on track" and document to the Town that it needs the Town's prior allocation to support its expenses (as described in its budget request of that same year) through the upcoming budget cycle. Again, this verification is necessary because the end of the Library's fiscal year and the vote on the Town budget occur months apart.

Chuck spoke about the required building upgrades, including making access into the Library ADA compliant. These upgrades would include the two entrances: at the primary entrance, a person in a

wheelchair cannot navigate between the ramp and the door and, at the vestibule, the stair risers do not meet Code, the walkway is a problem during the winter because of ice and the entrance into the vestibule is not ADA compliant. Finally, the photocopier is nearing its end.

-Motion by Sarah, seconded by Donna and by unanimous vote, the Board accepted the Report from the Trustees.

#### Committee Reports

-Bake Sale, Judy Kucera.

See Report. Judy outlined the options for 2021 Bake Sale. There was discussion of holding the Bake Sale on the same day and in conjunction with the Pet Show at the Library. Judy and Elizabeth to coordinate and Library Guidelines for Safety will be followed. Volunteer are needed for both events.

-Book Sale, Claire Tracey.

Covid left Claire without a book sale 2020 and none are expected to occur in 2021. She is stepping down as Chair. Thank you Claire for your service. Discussion is tabled for now regarding a Book Sale in 2022.

-Art Displays, Joel Rhymer.

See Report. Cindy spoke about just how terrific the Library shows have been; Joel's efforts were commended. Understanding you are stepping down, thank you Joel for your service.

-Book Club, John Shipman.

See Report. John is stepping down. His replacement is Sharon Meyer. Thank you John for your service.

-Motion by Sarah, seconded by Harriet and by unanimous vote, all the Committee Reports were approved.

#### Treasurer's Report, Anne Cunningham.

-2020 Final

Although what was anticipated to be a small shortfall at the end of 2020, because of an anonymous \$5,000 donation, additional donations than were anticipated and a reduction in expenses, the net for the year was \$7,530. Based upon the Cash Management Calculations, there is \$18,433 available for library projects.

-2021 YTD

Reviewing the January 1 - April 21, 2021 Actual v. Projected Budget, \$3,516 is projected to be the loss.

-Motion by Donna, seconded by Cindy and by unanimous vote, the Treasurer's Report is approved.

Additional Requests for Funds: Trustee's request for photocopier replacement and entryway repair/replacement. See (1) attached "Trustees Requests for Funding" which outlines the requests and recommendations of the Executive Committee and (2) Trustee's Report above.

Relative to the photocopier, discussion included the Mission and Bylaws of the Friends, the statutory responsibilities of the Trustees, the contents of the fundraising letters, the history of prior funding, the income-generating nature of this piece of equipment, the question of whether this falls under the maintenance v. a service to the patrons category (both Library and Town), the (albeit, small) use by the Friends, the question of the budgeted technology replacement schedule and the age of the copier which makes it impossible to obtain replacement parts should any fail. Should it fail, the Library would be without a photocopier. Finally, its faxing capabilities are unreliable.

-Motion by Harriet, seconded by Anne and by unanimous vote, the Board approved the expenditure of \$1,695 as payment of the first installment for the photocopier and will not ask for

reimbursement of these funds with the understanding that the FOL will not contribute to further photocopier payments.

-Without it being necessary to rehash the issues again but including discussion about the Town's Library Trust Fund, Motion by Sarah, seconded by Donna and by unanimous vote, the Board denied the Trustee's request that FOL fund the entryway repair/replacement request.

At the next meeting, all agreed we will review/clarify our Bylaws and continue a discussion about future fundraising for a Capital Campaign for the Library.

#### New Business

- Passes proposals

Remick Farm, Castle in the Clouds, Squam Like and membership to Creative Bug (at a cost of no more than \$200; usage this past year was by 35 people who took 336 classes), Motion by Sarah, seconded by Anne and by unanimous vote, the Board approved \$800 as an expenditure for these Passes/Memberships.

- Summer Reading Kickoff proposal

Elizabeth wants to hold the Kickoff at the Freedom Elementary School either June 11<sup>th</sup> and/or 12<sup>th</sup>. Motion by Cindy, seconded by Harriet and by unanimous vote, the Board approved the expenditure of \$650 for kiddie-cone coupons to Bobbie Sue's for participation in the Summer Reading Program. Anne will create the ice cream coupons with Sarah providing the card stock. After discussion about the outdoor activities that Elizabeth plans to run this summer and the potential need for additional items such as outdoor chairs, scoop rockers, 5 gallon buckets, clip boards, giant (shed-like) storage bins, et al, Motion by Sarah, seconded by Cindy and by unanimous vote, the Board approved the expenditure of up to \$1,000 for the outdoor programming necessitated by extra "Covid-related" expenses. Finally, use of the Gazebo for the writing workshop was discussed.

- Job openings

Volunteers are needed for the following positions:

Mailing Coordinator

Secretary

Program Coordinator

Book Sale Coordinator

Art Display Coordinator

Cindy asked for feedback on combining the Program and Art Display coordinator positions.

#### Other

The Library has a Zoom account which the Board can use, if necessary, for its meetings.

**Next Full Board Meeting – November 13, 2021 @ 10:0am**

**Next Executive Board Meeting - TBD**

Adjourn

Respectfully submitted,  
Harriet Fishman