

FOL Executive Board Meeting Minutes, 10/20/19.

### **Welcome**

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

### **Old Business**

**Secretary's Report.** Harriet Fishman

Motion made and minutes from the May 2, 2019 Executive Meeting approved unanimously.

**Staff Issues.** Chris' departure and Myranda's resignation discussed.

**Trustees.** They are requesting to increase their numbers from 3 to 5. Do we have any recommendations?

**Treasurer's Report.** Anne Cunningham

Reviewed Budget/Actual/FullYear 2019 Forecast 2019. Some tweaks necessary, which Anne will complete before full Board meeting.

Recommendation: Yearly Kanopy service to be maintained, understanding the overage will be applied to the following year: 5 months of usage resulted in charges of \$400. Sarah to print out the terms of the Kanopy service contract to discuss with Full Board.

No funds expended by Book club this year. Are they requesting funds this year?

Ask Joel what he is requesting for an Art Budget.

Timing of LYBNT letter discussed. Harriet to draft.

**Volunteer Dinner.** It was a successful; positive feedback garnered. Food costs = \$309.82. Horatio and Tim have not yet requested compensation for their labor. We budgeted and will pay \$600 for food/labor costs.

**Book Sale.** Discussion about the time and effort of 3 book sales/year as well as the reduction in the number of book sale volunteers. Also, might this room be used for other things besides housing books? Sarah to speak with Claire and Anne to revise budget to include a 1 summer book sale.

**Program/lecture volunteer.** This position remains vacant. After an assistant librarian is hired, Elizabeth will revisit whether she will take on this responsibility. At present, holding a "Planned Giving" program is being discussed, with FOL being the recipient of such funds. Will need to budget for this event.

### **New Business**

**Agenda for Saturday's Board Meeting**

Sarah reviewed the agenda for the meeting.

Whistle Blower and Conflict of Interest Policy forms to be signed by all board members at the November meeting. Harriet to bring forms.

Is it time to increase the funds we provide for the yearly purchase of books/CD's/supplies? The purchase of books has been at the \$4,000 mark for 6 years now.

**Other**

**Freedom Rings, 11/22 and 11/23. Book Sale on Saturday.**

**Next Executive Committee Meeting: 1/16/19 @ noontime. If necessary, this can be a "virtual" meeting.**

**Next Friends of the Library Board Meeting: 11/9/19 @ 10:00am.**

Respectfully submitted,  
Harriet Fishman