

Freedom Friends of the Library (FOL) Executive Board meeting February 06, 2019, Freedom Public Library

Present: Sarah Groleau, Donna-Marie Tung, Anne Cunningham, Harriet Fishman

Old Business:

Anne spoke of the difficulties she has had with Fidelity Cash Management account; specifically, adding another name as an authorized signatory. As a result, it is her recommendation we try once more to accomplish this task. Harriet will mail the documents to Fidelity once her signature is notarized. Thereafter and within 30 days of the mailing, Anne will follow up to see if the documents are accepted. If they are not, Anne will look for another institution to handle these funds. In the interim, the funds shall not be reinvested in any long-term instrument.

There was discussion about the 2018 FOL actual income exceeding the 2018 FOL projected income. Sarah pointed out several examples. They included annual book sales which brought in \$479 over budget; “gift” letters, \$625. As a side note, approximately 50% of folks who received a second written request to donate in 2018 (letters were sent to those who had donated in 2017 but did not yet donate in 2018, after receiving a first request) sent a donation. The projected budget for 2019 is \$8050.

Anne spoke of a miscommunication in the spending of funds for Old Home Week: the funds spent by Elizabeth did not get reduced from the total allocated for the event. This came to light following the November full FOL meeting and resulted in the Executive Committee needing to approve \$276.86 in additional spending to fund the overages in the library program budget for 2018. In the future, it was agreed that this type of request will be made at the November full FOL meeting. Also, Elizabeth will meet with Pam and Anne during the fourth quarter of 2019 to review whether an additional funding request is necessary.

As chair of the Program Committee, Shana is looking for additional assistance in 2 areas. One is to hang posters 2 weeks prior to any event; the other, to host an event. The full FOL Board needs to be made aware of the Shana’s request.

An effort will be made to settle on a date and caterer for the Volunteers Party at Anne’s house. It was agreed that a date the end of August—around the 20th—is preferred.

Minutes from 9/2/18** (Please verify this date) Executive Board Meeting to be voted on at next meeting.

New Business:

Should the Board obtain Director's and Officer's Insurance? Anne will inquire as to whether the Board at Green Mountain Conservation has D&O insurance. Also, she will obtain a quote in order to understand the financial investment. Thereafter, this issue can be brought to the full FOL Board for discussion. Sara asked the Friends of the Madison library whether they had insurance. They chose not to obtain the same after some discussion last year. It is noted their budget is \$4,000: far less than ours. In a related note, the issue of whether to obtain event insurance was raised.

Renewal of the Castle in the Clouds pass will be addressed at the May meeting.

Sarah will contact the Library Trustees (with a cc to Elizabeth) to determine whether they will be requesting additional FOL funds. It will be helpful for the Executive Committee to know this prior to its May 2nd meeting so it can be presented for a vote to the full FOL Board on May 4th.

In accordance with Article VII of the Bylaws, Donna will post notice of the May 4th meeting in the Library.

Next Exec Board Meeting: May 2, 2019 @ 2:00pm.

Next Full Board Meeting: May 4, 2019 @ 10:00am.

Respectfully submitted,
Harriet Fishman