

# **FRIENDS OF THE LANE MEMORIAL LIBRARY BOARD MEETING MINUTES**

**January 6, 2010**

Approved 3/3/2010

**Attendees:** Susan Hughes (with Tyler), Lynn Goodman, Shelley Chandler, Lynn Blume, Diane Keyes, Kris Sawyer, Darrell Eifert, Amanda Reynolds Cooper, and Richard Laskey, a new Trustee.

The meeting was called to order by President Susan Hughes at 6:35 PM in the Dorothy Little Room at the Library.

## **I. Recording Secretary's Report**

Board Meeting Minutes from 12-2-2009 were presented for corrections or additions. Kris Sawyer moved to accept the Minutes as read; Diane Keyes seconded; the motion passed.

## **II. Officers' Reports**

### **A. President**

There was no President's Report.

### **B. Treasurer**

Connie George could not attend. Sue Hughes read the Treasurer's Report, which Connie had e-mailed to her. She reported that the balance is \$13,903.40 as of end December 2009. A copy of the Report is attached.

### **C. Membership**

Lynn Blume reported that Friends is expecting an upswing in memberships after the new brochure and the newsletter are mailed in February. It was determined that 'past-due' members (many of whom are still active) will remain on the Friends' roster for three (3) years. Newsletters and other materials will be e-mailed to these members, but no printed materials would be mailed through the USPS to them. Lynn indicated she would include a notice to 'past-due' members in the newsletter as a reminder that their membership dues are due. Lynn also said she would make calls to new members to welcome them.

There were no other Officers' Reports.

## **III. Old Business**

### **A. Eric Carle Quilt Raffle**

The Eric Carle quilt will be raffled off in conjunction with the Valentine Tea on Feb. 13th. Proceeds will benefit the Children's Room. Kris Sawyer is in charge of the raffle. Other Eric Carle books will be used for additional prizes, along with B&N gift cards. Darrell Eifert made colorful posters for advertising the raffle, and members were encouraged to take some to help get the word out. Kris will put up posters around town.

B. Winter Home Mailing

The Friends' bulk mailing permit does not expire until the end of April. The mailing will go out some time in mid-March to all Hampton households. The Library brochure is being re-designed, with an emphasis on what the Library can do for its patrons. Darrell is hoping to get the brochure to the printer around March 1<sup>st</sup>. Volunteers will be needed to help with the mailing.

C. Outdoor Sign for Library

Kacey Morris has checked with Cape Ann Signs, and their estimate was \$2500-\$3000 for a double-sided sign. Sue spoke with Susan Grant at the North Hampton Public Library, and got information about their outdoor sign. They used Timberland Signs in North Hampton as the vendor, and paid approximately \$1800-\$2000 for the sign and installation. The Board felt that lighting for the sign would be necessary for night-time visibility. It was learned that lighting will require an additional level of approval from the Town. The Board was informed that the current Library sign had been donated in 1985. Sue will contact the donors to let them know about our plans for a new sign.

D. Baby Book Bags

This topic was tabled until the next meeting.

E. Doll Clothes Sale

Friends' sale of doll clothes in December was weak. Dot Gooby is in Florida and there was no one to take charge of this sale. Dot stressed that she will need a co-chair for the winter months when she is away. Dot detailed what is needed to be a co-chair for the winter sale, and it is not a lot of work. If anyone is interested, or knows someone who might be, please contact Sue Hughes. Another idea discussed in relation to this pre-holiday sale was to have additional items to sell for children. Richard Laskey indicated he would contact a person who makes wooden toys and other items for children, and assess her interest in producing the toys for the pre-holiday sale.

#### **IV. New Business**

A. Valentine Tea

Shelley Chandler is chair of the Valentine Tea, which will be held on Saturday, Feb. 13<sup>th</sup>. There will be two (2) seatings for the children, with a deadline set for reservations. Shelley needs high school students/adult volunteers to help with set-up and break-down, organizing the foods and tea service, and to serve the children. Lynn Goodman volunteered to contact some high school students to see if they would be willing to help. It was also suggested that Shelley contact the person at the high school who can help with this, and to check the list from last year for names of underclassmen who participated in that Tea. Taking photos of the children during the Tea was discussed. For the photos to be published, the parents need to sign a release form. Perhaps at sign-up, there could be a place on the form for parents to grant permission to publish photos of their children. It would be stressed to the parents that no names would be used with the pictures. Please contact Shelley if you are interested in helping with the Valentine Tea.

**B. Spending Requests**

Darrell stated that Paulina would like to replace the current DVD/CD repair machines. These machines get a lot of use and it is time to replace the one now in use. A high-end machine, Echo-Smart, would cost around \$3000. A machine that could sustain high usage would cost around \$1600. Kris Sawyer made a motion to spend up to \$1800 for a DVD/CD repair machine. Lynn Blume seconded the motion, and it was passed.

**C. Newsletter**

Kacey Morris asked that information for the January issue be sent to her by January 15<sup>th</sup>. The newsletter will be published by January 22<sup>nd</sup> and distributed by e-mail.

**D. Other**

1. The new Weston Theatre has a minor visibility issue with regard to seeing the movies. It seems the theatre could do with a sloped floor! Instead, Darrell suggested that the center speaker be recessed into the ceiling, which would help to alleviate this problem. He stated this work might cost \$500. Kris Sawyer made a motion to allocate up to \$600 for the Weston Theatre work. Diane Keyes seconded, and the motion was passed.
2. This coming Saturday at 11 AM, the Dearborn Room at the Library will be re-dedicated to Catherine Redden. We are hoping to see many Friends of Lane Library at this program.
3. Richard Laskey mentioned a company called Constant Contact. He will talk with Darrell about it. Richard suggested e-mailing information to members with an 'unsubscribe' option included. More information on this will be forthcoming.

**V. Upcoming Events**

- A. Twilight Book Club – The next meeting will be on Tuesday, Feb. 2nd, at 6:30 PM.
- B. Next Board Meeting – To be held on Wednesday, Feb, 3rd, at 6:30 PM in the Library.
- C. Valentine Tea – Will be held on Saturday, February 13<sup>th</sup>.

**VI. Summary of Decisions Made**

- A. Motion made/passed to spend up to \$1800 on a new DVD/CD repair machine for the Library.
- B. Motion made/passed to spend up to \$600 on work to recess the center speaker in the Weston Theatre, thus increasing visibility for patrons.

Diane Keyes moved to adjourn the meeting; the motion was seconded by Kris Sawyer. The meeting was adjourned at 8:18 PM.

Respectfully submitted,  
Lynn Goodman, Recording Secretary