

Friends of the Lane Memorial Library
Board Meeting Minutes
November 3, 2010
Approved 2/9/2011

Attendees: Shelley Chandler, Susan Hughes, Patt Walker, Sandra Kent, Lynn Blume, Mary Withka, Lynn Goodman, Connie George, Linda Sadlock, Amanda Reynolds Cooper, Darrell Eifert

President Shelley Chandler called the meeting to order at 6:36PM.

Recording Secretary's Report

We reviewed the Board meeting minutes from Sept. 8, 2010. Connie George moved to accept the minutes. Sue Hughes seconded; motion approved. General meeting minutes from the Annual Meeting on Oct. 13, 2010 were also reviewed. Sue Hughes moved to accept the minutes. Mary Withka seconded; motion approved.

Shelley read the duties and job description for the office of **Recording Secretary** to Patt Walker, whose name was submitted and accepted at the Annual Meeting. Patt agreed to accept the responsibilities, and was welcomed to the Board by the members present.

Treasurer's Report

Susan reported that the new sign is in place in front of the library. One-half of the cost has been paid; the remaining balance will be paid this week. Lighting for the sign will be permitted and installed as soon as possible.

We had income totaling \$3,104.32 last month, and expenses of \$5,893.64. Total assets as of October 31, 2010 equal \$27,171.00. See attached Financial Report.

Membership Chair's Report

Lynn Blume reported 315 people are listed as active members, meaning their annual membership dues are current. 32 continuing members and 5 new members (including 3 dealers) paid their dues on Members' Night of the November book sale. Many other members renewed during Book Sale week. Lynn B sent flyers to Marston School encouraging parents and teachers to join the Friends. Next year, she would like to do this during the first week of school. She will be sending out a full membership report.

Unfinished Business

100th Anniversary Celebration - 12/11/10

Amanda Reynolds Cooper talked about the Gala. Two bartenders have volunteered; 3 spots are still open from 7:30 - 10 PM. Amanda attended the required management class to be approved for the liquor license. Lynn B suggested contacting the Rotary Club for volunteers. Amanda explained that the bartender job is very easy - no cash handling, no mixing, just serving wine. Mackensen Co. agreed to be the major sponsor for the event. Co-sponsors are needed. Several wineries have offered discounts. Amanda asked for a "Gala Committee" to be identified to help her with the details. The goal is to raise funds for improving the New Hampshire Room.

Amanda believes the Reference Area improvements will be ready in time for the Gala. She anticipates having the musicians set up in that area of the library. Email will go out asking for volunteers for this committee.

Safety changes to storage room

More information about this will be provided as the Trustees discuss this matter. Darrell Eifert shared the need to be aware of Friends who come into the library to volunteer. Lynn B will take care of making name tags and providing sign-in sheets for clipboards, which will be available in the upstairs workroom. The Friends need to alert their members of the need to sign in when they are volunteering in the building.

Dona Janetos Memorial

Darrell suggested setting up a rotating display of quilts in her honor. The display could change over time and offer a colorful, interesting accent to the main library. Quilting was an activity dear to Dona's heart. The Memorial Fund could be used to purchase proper quilt hangers, and fund the costs of publicity. The membership showed interest in this idea, so Darrell will contact area quilting groups for their input.

New Business

Spending requests

The MFA pass costs \$200 and provides 70 passes for families to use during the year. Connie George moved to approve this renewal; Lynn Goodman seconded and the motion was approved. For \$40 annually, the ALTAFF membership provides a newsletter and other resources to support our group. Connie moved to renew; Sandra Kent seconded; motion approved.

Darrell requested \$80 per month be allocated as a movie snack budget. He explained that 4 films are screened each month for adults, and the same for children. The costs to provide water, juice, popcorn, and sometimes cookies runs approximately \$10 per showing. Usually homemade cookies/muffins are donated, as well. An average of 20-30 people attend each film, sometimes more. People are asked to donate but expenses run higher than what is currently being collected. Having a set budget would allow staff to stockpile some items, saving time and money. Darrell agreed to set up and display a sign identifying Friends as provider of the treats, and also a sign requesting donations. Sue moved that we set up a budget of \$80 per month for movie snacks. Lynn B seconded and the motion was passed.

The members were not interested in selling Entertainment Books.

Amanda discussed the cost of purchasing all black letters for the sign, since punctuation and numbers came in red. After discussion, we agreed the red numbers are acceptable, possibly even more eye-catching, especially for dates and times, but we would like black punctuation. Sue will follow up with the company because she did not feel this should entail an extra expense.

Darrell asked to present a new spending request. He would like to replace broken DVD carousels and add more. These house multiple DVD sets and protect the disks from disappearing without checkout. He requested \$309.16 to hold and protect 300 disks. Susan moved and Lynn B seconded a motion to make this purchase. Motion approved.

Insurance

Susan said that currently we don't have any liability insurance and never have, to her knowledge. As a group, we thought the Library policy would cover our officers and board members. If a separate policy is needed, it might cost as much as \$600. Mary will help Susan continue to research the need for this policy and potential costs. They will bring more info to the next meeting.

Valentine Tea Chair

We need a volunteer(s) to chair this event or it will not happen. Lynn B will review the volunteer information to identify people who might be interested in taking this on. She will organize this info with Shelley. We need someone who is willing to coordinate all the details of this project. Getting volunteers to do the baking is never the problem.

This led to a discussion of the need to identify more Friends who want to run these kinds of social and fun events. We love to sponsor these very important community activities, but the current Board and Directors are already very involved with the fundraising events.

Doll Clothes Sale

Mary needs a committee to help with the Doll Clothes Sale, and with the sewing in the future. Lynn B will send her a list of members who have indicated an interest.

Tabled Items

Each month we will try to fully address a tabled item to whittle away the list.

Update job descriptions

Sandy and Kris Sawyer would like to have each committee chair identify a co-chair who would develop a description of tasks and traditions for their committee. Hopefully, this would get more people involved on a little deeper level and help with transitions when new chairs come onboard. They will ask Pauline for names of parents who might want to be involved.

Volunteer contracts

New ladder - the need for this is connected to the Valentine Tea

Tabled item for next month's discussion is birthday books for Hampton babies.

A concern was expressed about email. Some people feel they get too much email about Library issues, and others feel the opposite is true. Susan encouraged the use of Facebook to advertise events. Both the Friends and the Library have Facebook pages.

Susan moved for adjournment; Mary seconded; motion approved. Shelley declared the meeting adjourned at 7:56PM.

Respectfully submitted,
Patt Walker, Recording Secretary