

**Friends of the Lane Memorial Library  
Lane Memorial Library, Hampton, NH  
Board Meeting Minutes  
April 11, 2013**

Attendees: Wendi Lewis, Diane Keyes, Terri Teleen, Stacy Mazur, Amanda Reynolds Cooper, Lynn Blume, Susan Hughes, Tyler Hughes, Mary Ertl

President Wendi called the meeting to order at 6:37 p.m.

**I. Previous Meeting Minutes:** Mary distributed the minutes of the March 14, 2013 meeting. Diane made a motion to approve the minutes, Sue seconded, and the motion passed.

## **II. Officer's Reports**

**President's Report:** Wendi shared a list of the moderators for the Friends listserv that she had requested from Bill Teschek in order to determine whether any changes were needed. The group reviewed the list and agreed that no changes are needed at this time.

She sent all of the newsletter entries to Kacey Morris on March 30, but has not received an expected publication date from Kacey yet.

**Vice President's Report:** Terri spoke about the upcoming Friends benefit night at Flatbread on April 30. She showed the canvas banner that she (and her husband and son) had hand painted to be displayed in advance as well as during the evening at Flatbread. She has talked to Darrell who is making flyers. Tote bags will be available for sale at the Friends table (\$6 each or 2 for \$10). Amanda will ask Darrell to make some coupons for \$1 off a book at the upcoming book sale. Sue has ordered new Lane Library magnets, which might be available to give away at the table. Terri will coordinate the time slots with those who volunteered to help at Flatbread – Sue, Wendi, Diane, Mary, and Terri.

**Treasurer's Report:** Sue distributed the March 2013 Treasurer's Report and a separate report detailing all expenses and income from Ocean Gaming to date. Diane pointed out that subtracting the \$700 in rent that will be due for the remaining 7 dates in 2013 from the \$1,563 net income to date shows projected profit of the current \$863 plus whatever additional net income we receive from the remaining dates.

Sue reported that she has consulted with a representative at our bank about our accounts, and that a financial advisor there will review them to suggest ways to increase our income.

**Membership:** Lynn talked about Friends who have expressed interest (on the Friends membership form) in helping with fundraising, book sale, bake sale, and other activities. She will send lists of all of the volunteers and their areas of interest to all of the board members, with the caveat that these interests might have changed.

**III. Unfinished Business - Hampton's 375<sup>th</sup> Anniversary:** There are numerous activities listed on the website (<http://hampton375th.org>), but Amanda has not heard of any call for added participants yet.

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

##### **Spending Requests:**

**Teen Gaming:** Stacy Mazur explained the library's plans to expand on the area used for teens' activities (downstairs) by renovating an area upstairs and building a teen gaming area, which could also be used for other purposes (such as homework). After much discussion, Sue made a motion to authorize up to \$4,000 for the purchase and installation of the furniture and equipment needed for the new teen gaming center. Diane seconded the motion and all were enthusiastically in favor.

**Museum Passes:** Sue described 2 museum passes for consideration for purchase:

**Franklin Park Zoo in Boston:** The pass is \$400 per year and allows entrance for \$6 per adult and \$4 per child and can be used for up to 4 people.

**Boston Children's Museum:** The pass is available 3 ways: \$700 per year; \$350 per six months; or \$350 per year for use on Tuesdays, Thursdays, and Saturdays only. With this pass, the entrance fee is half price, \$7, and can be used for up to 4 people. The third option was considered to be unacceptable. The group would like to try the full pass for 6 months, especially over the summer months, to determine whether it would be deemed worthwhile.

Terri made a motion that the Friends purchase a library pass for the Franklin Park Zoo at the cost of \$400. Sue seconded, and all were In favor. Terri made a motion that the Friends purchase a full library pass for the Boston Children's Museum for 6 months at the cost of \$350. Should the six month pass not be obtainable quickly in order to include the late spring/ summer months, the motion includes authorization to purchase the full year pass instead for \$700. Diane seconded, and the motion passed.

**Long Term Spending View:** A brief discussion centered around the idea of targeted fundraising. Amanda noted that the library would like to identify more projects for the Friends to target, some as possible longer term goals, with our fundraising efforts.

**Paypal:** Sue suggested bringing Paypal back as an option for membership payments and for making donations to the Friends. (The Hampton Historical Society uses it for memberships and donations). There is a 2.2% fee plus 30 cents per transaction. Use of Paypal could help streamline membership payments and possibly also increase donations. It could also be considered as a method of selling tickets to future events. Sue made a motion that she investigate further into the use of Paypal for the Friends. Terri seconded, and all were in favor.

**Fundraising:** Diane has heard that Ron Boucher sold Savory Square Bistro and does not know how that might affect any plan to host a fundraising event there, since we had been in contact with Ron about the possibility. She indicated that the Friends should move forward with attempting to get onto the Poker Room's list of nonprofit organizations that will receive a portion of the proceeds during designated dates in 2014. We were too late last year to get in for 2013. She also would like to plan one or two more events at Ocean Gaming. The best date seems to be Friday, October 18.

**Business After Hours:** The Hampton Area Chamber of Commerce co-hosts the next Business After Hours event on April 17 from 5-7 at the Portsmouth Country Club. The Exeter Chamber of

Commerce is the other co-host. Diane will attend and represent the Friends of the Lane Memorial Library.

### **Generic E-mail Addresses**

Sue is setting up individual email addresses for board members (or others who need them for Friends business) who would like to have them to use instead of personal e-mail addresses. For example, a generic e-mail address for membership queries, book sale, president, etc. The e-mails will automatically be forwarded to the designated person. Sue can set it up so that one will be able to reply directly using the same generic address rather than the personal one, or use the personal address if preferred.

**Employee Appreciation and National Library Week:** Mary raised the topics of employee appreciation and National Library Week. After a brief discussion about a gesture to thank the library staff for everything that they do, it was determined that last year's gift cards (which cost \$375 for 15 cards) seemed to be much appreciated. Sue made a motion that we authorize up to \$425 for individual gift cards, in the amount of \$25 each, for library staff to use at a local business (like last year choosing from a list of 4-5 options) and up to \$150 for an edible arrangement (or 2) to be delivered to the library next Tuesday, National Library Workers Day. Mary seconded, and everyone approved. Sue will forward last year's information about the gift cards to Wendi, who will take care of getting the gift card selection list to the staff members. Terri and Mary offered to get the gift cards and distribute them. Terri will order the edible arrangement.

**Morning Board Meeting:** There was not time to discuss this topic. Wendi will investigate whether a morning meeting should be held again this year. In the meantime, the next meeting is scheduled for the regular time, May 9, 6:30 p.m.

### **Summary of Decisions Made:**

- Allocate up to \$4,000 for teen gaming center
- Allocate \$400 for purchase of Franklin Zoo pass
- Allocate \$350 for purchase of 6 month pass for Boston Children's Museum (or \$700 for a year if necessary)
- Sue to investigate use of Paypal for receiving payments and donations
- Allocate up to \$425 for \$25 gift cards for library staff members
- Allocate up to \$150 for edible arrangement for National Library Workers Week

Sue moved to adjourn the meeting, Diane seconded, at 8:30 p.m. and all were in favor.

**Next Board Meeting:** May 9, 2013, Thursday, 6:30 p.m.

**Upcoming Events:** April 30, 2013 (Tues.): Flatbread Company benefit night, 5-9 p.m.  
June 5-8 (Wed.-Sat.): Spring Book Sale  
Nov. 20-23 (Wed.-Sat.): Fall Book Sale

**Ocean Gaming benefit dates:** May 1 (Wed.), May 2, (Thurs.), July 10 (Wed.), Aug 12 (Mon.), September 17 (Tues.), October 18 (Fri.), November 16 (Sat.)

Respectfully submitted,  
Mary Ertl, Recording Secretary