

FRIENDS OF THE LANE MEMORIAL LIBRARY BOARD MEETING MINUTES

May 5, 2010

Approved 6/2/2010

Attendees: Sue Hughes, Shelley Chandler, Lynn Goodman, Connie George, Lynn Blume, Sandy Kent, Kris Sawyer, Darrell Eifert, Richard Laskey, and Linda Sadlock.

The meeting was called to order by President Sue Hughes at 6:33 PM in the Dorothy Little Room at the Library.

I. Recording Secretary's Report

Board Meeting Minutes from 4-7-2010 were presented for corrections or additions. No corrections, changes, or additions were necessary to the Minutes as presented. Kris Sawyer moved to accept the Minutes; Connie George seconded.

II. Officers' Reports

A. President

The President gave a brief report about (1) the bake sale for Haiti held on Sat. the 10th at the Library, which netted \$537.27. Thank-you's were sent out to everyone who lent a hand, and it was agreed that the WHS Junior who organized the event did an excellent job. (2) The Earth Awareness Fair was held at Hampton Academy on Sat. the 24th. While this event was not as well organized as the bake sale, it provided a good marketing opportunity for Friends, who manned the Book Swap Table. Friends' involvement in the Earth Awareness Fair/Book Swap next year will be determined later in the year. (3) The Friends' website is now up-to-date, including Meeting Minutes for 2008 through April 2010. Notice of the upcoming book sale is posted there.

Sue was in touch with Diane Keyes about the Red Sox tickets raffle. See below.

B. Treasurer

Connie George presented the Treasurer's Report, listing total assets of \$22,846.54 (see attached copy). The majority of expenses for the past month related to the town-wide mailing. While there were expenditures for coffee station supplies and a new filter, Connie did note that income from the coffee station has been increasing, albeit slowly. It was decided to withdraw \$5,000 from the Friends' CD to help pay for the new outdoor sign; the remaining \$5,497.09 will mature in April 2012.

C. Membership

Lynn Blume reported that Friends has two new members as a result of handing out membership/library information at the Earth Awareness Day Book Swap. Lynn also reported that due to the Membership Mailing Drive, she is seeing an increase in membership renewals.

There were no other Officers' Reports.

III. Old Business

A. Spring Home Mailing

The Post Office informed Friends that our bulk-mailing permit expired not at the *end* of April but at the *beginning*. This miscalculation resulted in an extra \$185 only. The purchase of stamps for the mailing resulted in an older-style stamp being sent from New York for our use. These were not the modern-day stamps we hoped for, but stamps that require moistening. Friends wants stamps that peel and stick, *not* stamps that need a lick! However, Lynn Blume and Crew persevered and used 2000 of these stamps on the mailing. Additional money was needed for more postage to finish the mailing because businesses were included in it. Lynn Goodman moved to authorize up to \$600 to cover the additional costs of the town-wide mailing; the motion was seconded by Shelley Chandler, and unanimously passed. Most of this will go toward purchase of the remaining 3500 stamps to finish the mailing. It is hoped that the PO was able to exchange the old-style stamps for modern ones in the meantime.

It was learned that the Post Office is steering groups toward using the bulk-mailing imprint. This imprint would cost \$185, a one-time charge, and the imprint would be good in perpetuity. The bulk- mailing permit that we buy also costs \$185, but is good for only 1 year. Using the imprint is far easier, as the print shop puts it on during the printing process.

The mailing will be going to town businesses as well as all Hampton households, thereby getting our new brochure on library services into the hands of everyone in town. It was determined that it would be cost-effective and efficient to do one mailing per year, encompassing both residents and businesses. Businesses should also receive a follow-up call for possible donations.

Volunteers will be needed to help get out the mailing. Toward this end, Lynn Blume contacted the Unlimited Work Opportunities organization, and 4 volunteers with their supervisor from that organization were able to help with the work of getting the brochures ready for mailing. Lynn indicated she would contact them again after the stamps are procured. More than half the brochures still need to be mailed.

B. Outdoor Sign for Library

Sue Hughes presented a quote from Signs of the Times, Exeter. The vendor was very helpful and put together a quote covering all the bases, for a price of \$7500.00. It was determined that the sign should be 6 ft, double-sided, weather- and vandal-proof, with room for 3 lines of text. Included are cedar posts, painting, carving of the lettering and a book motif, and text letters and a storage cabinet for them. Sue will return to the Exeter vendor and present additional details, and get a final cost. It was decided that the current library sign could be used in a different location.

C. Upcoming Book Sales

The Spring Childrens' Book Sale for the 1st Graders at Centre School will be May 19th. Friends will need some volunteers to help with this event. The Annual (Adult) Summer Book Sale will be held over June 17-18-19. It was decided to hold a Preview and Sale Night on June 16 (Wednesday) for Friends members only. Volunteers will be needed. The new Library book bags are in – and look great in red!

IV. New Business

A. Consent Agenda

A discussion was held about using a consent agenda at Friends meetings on a trial basis. It was felt that using such an agenda would allow more discussion time for important issues. Meeting information that does not require discussion at the meeting would be sent out to the board. This might include the President – Vice President Reports, the Treasurer’s Report, Membership Report, and reports from Committee Chairs. If anyone has input on this subject, please contact Sue Hughes.

B. Breakfast Meetings

The subject of holding informal breakfast meetings was discussed. It was felt that attendees could discuss library issues, and perhaps such meetings would draw additional members. No decisions would be made, but people would be encouraged to share ideas and thoughts. More on this at the next meeting.

C. Summary of NH Library Trustees Association Annual Meeting

The NHLTA conference was held on Monday, May 3, at the Portsmouth Sheraton. NH Friends of the Library groups were invited to attend. There were about 50-60 Friends members present, and a lot of networking and exchange of ideas took place. The cost for the four Friends of the Lane who attended will be paid by the Friends (\$140). It is hoped that a photo of those who attended could be published in the paper with a brief explanation of the conference. One of the major issues discussed at the conference centered on possible new Federal rules that may be implemented for volunteers, rules which will require background checks on all volunteers. Sue will be keeping abreast of this situation and will present an update later in the year. It was noted that current Job Descriptions will be necessary for the Friends’ officers and board members. More on this at a later meeting.

D. Red Sox Raffle

Since Diane Keyes is still recovering from a recent illness, Sue appointed Lynn Goodman to head up this important summer fund-raiser for the library. Diane will participate as her health allows, and will be included in all decisions made.

E. Spending Requests

Darrell Eifert stated that 20th Century-Fox will not release their big box-office movies to the library because we do not have a license from them. However, there is a company, MPLC, that can obtain the license for us at a cost of \$150. Sandy Kent moved to approve \$150 for the MPLC license; the motion was seconded by Shelley Chandler and was unanimously passed.

F. Other

Richard Laskey shared one of the wooden toys at the meeting. It was very imaginative and creative, but may not be suitable for young children (3 and under). It was asked if the toys could somehow be related to characters in children’s books. He will get more information and let us know.

V. Tabled Items – for future discussion

- A. New Reference Desk
- B. New Ladder
- C. Birthday Books for Hampton Babies
- D. 100th Anniversary Celebration, Lane Building, Dec. 11, 2010
- E. What to Do in Memory of Dona Janetos

VI. Upcoming Events

- A. Centre School Book Sale – Wednesday, May 19th, 9 AM
- B. Twilight Book Club – Tuesday, June 1st, 6:30 PM at the Library
- C. Next Board Meeting – To be held on Wednesday, June 2nd, at 6:30 PM in the Library

VII. Summary of Decisions Made

- A. Motion made/passed to authorize up to \$600 for brochure mailing.
- B. Decision made to hold a Book Preview *and* Sale Night for Friends only, on June 16th.
- C. A Consent Agenda will be trialed.
- D. Motion made/passed to spend \$150 for movie license from MPLC.

Kris Sawyer moved to adjourn the meeting; the motion was seconded by Shelley Chandler. The meeting was adjourned at 8:03 PM.

Respectfully submitted,
Lynn Goodman, Recording Secretary