

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

**July 7, 2010**

Approved 9/8/10

**Attendees:** Sue Hughes, Shelley Chandler, Connie George, Lynn Goodman, Lynn Blume, Kris Sawyer, Dot Gooby, Diane Keyes, Gloria Goudreau, Darrell Eifert, Amanda Reynolds Cooper, and Richard Laskey.

The meeting was called to order by President Sue Hughes at 6:37 PM in the Dorothy Little Room at the Library.

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

Board Meeting Minutes from 6-2-2010 were presented for corrections or additions. One correction had been made to the Draft version to delete the last sentence from Item A under III-Old Business as being incorrect, at the request of the Membership Chairperson. Kris Sawyer moved to accept the Minutes as currently written; Connie George seconded.

## **II. Consent Agenda**

### **A. President**

No report from the President was generated for this meeting.

### **B. Treasurer**

Connie George sent the Treasurer's Report by e-mail (see attached copy).

### **C. Membership**

Lynn Blume's report on Membership was also sent by e-mail (see attached copy).

There were no other Officers' Reports.

## **III. Unfinished Business**

### **A. Outdoor Sign for Library**

Sue Hughes will send a letter to the Town Planning Board and the Board of Selectmen about a 'change-of-use' of the library sign relative to its location and intended use. She is looking at October to install the sign. After discussion about funding for the sign, Lynn Blume made a motion to approve up to nine thousand dollars (\$9,000.00) for purchase of the new outdoor sign. Shelley Chandler seconded, and the motion was unanimously passed.

### **B. Book Sale Results**

Kris Sawyer announced that the Bi-annual Book Sale held over June 17-18-19 was an unqualified success in every area. (See Treasurer's Report for amount earned.) The Preview/Sale Night, which was for Friends members only, netted 14 new members and 6 renewals. Kris also said that a total of 30 different volunteers worked at the sale. In addition, she said that 9 new members volunteered for book-sorting. The next book sale will be in mid-October. Discussion was held on designating proceeds of that book

sale for a special project or purchase and making that information public, thereby letting residents know what Friends does for the library with money raised.

C. Red Sox Tickets Raffle Update

Diane Keyes and Lynn Goodman are co-chairs of this fund-raiser. Lynn G stated that many of the flyers announcing the raffle had been distributed, but many more still needed to be placed in stores around town. Both Hoaty's and The Kitchen at Depot Square were selling raffle tickets to their customers. She also noted that raffle ticket sales at the book sale were very good.

Gloria Goudreau spoke about calling Friends to sign up volunteers for selling tickets on Saturdays in July at the Market Basket grocery stores. She has received good response but still needs a few more people to sign up. Gloria asked for a membership list so that she could call some of the newer members.

Diane Keyes noted that Board members have not signed up yet to help distribute flyers and asked that this be done as quickly as possible. A list of places was passed around and Board members signed up at the meeting. Diane then spoke about an added benefit to the winner: offering a ride to and from the game. She had contacted several local limousine companies about prices, which ran to several hundred dollars. Most companies were not willing to reduce their costs or to donate their services. The Board was not in favor of reducing the proceeds by the costs of providing limousine service. The liability, if any, of providing transportation was also brought up. Because of all the questions associated with this issue, it was determined that perhaps it should be thoroughly researched and implemented for next year's raffle.

NOTE: Post-meeting, the idea of donating money to the winner, to help defray the cost of parking for the game, was presented to the Friends' President. Sue was in favor of this idea, as it could potentially help ticket sales. In her capacity as President, Sue approved the expenditure of \$50 for this purpose, and notified Treasurer Connie George of same (see attached e-mail dated 7/12/2010).

D. Doll Clothes Sale Update

The Doll Clothes Sale will be held on July 8<sup>th</sup> and 9<sup>th</sup> at the library. Dot Gooby told the Board that two members stepped forward and offered to take over handling this fundraiser for the foreseeable future. Dot will be moving to New Jersey and it was thought that the Doll Clothes fundraiser would no longer happen. The Board was pleased to hear this news, as the doll clothes are very popular and it is a good fundraiser for the library. The Board thanked Mary Withka and Kelly Garneau for taking this on.

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

A. Spending Requests

1. Post Cards

Darrell Eifert noted that Friends is just about out of Thank-You postcards and it was time to order more. He presented two options: if it is done in-house, we'd get 400 postcards for \$140. If it is done through an on-line printer, we'd get 500 postcards at a cost of \$121, in 8 to 10 days. Lynn Goodman made a motion to have the postcards done through the on-line printer for a cost of up to \$150; Lynn Blume seconded, and the motion was passed unanimously.

2. Renewal of Museum Passes

Connie George announced that it is time to renew the Lane Library's passes to the Seacoast Science Center (\$65), the Boston Museum of Science (\$600), and the New England Aquarium (\$625). These passes were well-utilized by Hampton residents. A motion was made by Connie to renew the passes; Diane Keyes seconded, and it was unanimously passed. It was felt that better publication of availability of these passes should be done.

B. 100<sup>th</sup> Anniversary Celebration, Lane Building, Dec. 11, 2010

Library Director Amanda Reynolds Cooper brought the Board up-to-date on the upcoming 100<sup>th</sup> Anniversary Celebration in December. She is currently applying for a liquor license, as there will be wine served at this occasion, and also stated that the library will need 5 bartenders for that evening. No experience necessary, as wine will be the only alcoholic beverage served. Other details are still being discussed.

C. Growing Pains/Job Descriptions

Sue Hughes stated that Friends' membership drives have been highly successful. Next up will be developing Job Descriptions. Sue is planning on conducting interviews of current Board members and Committee Chairs to accomplish this important work. Friends will be holding elections in the Fall, and Sue would like to have the Job Descriptions completed prior to that.

D. Schedule Next General Meeting

Discussion was held as to when the General Meeting should be. Due to various Board members being on vacation, it was decided to not hold a meeting in August. But it was felt that a Board Meeting should be held prior to the General Meeting; therefore, the General Meeting will be scheduled for October 6<sup>th</sup>. In conjunction with this discussion, it was suggested that Friends reserve the Lane Room as soon as possible in advance for any of the events that we hold. This would help stabilize the schedule and guarantee room availability.

E. Other

1. New Reference Desk/Area

Amanda talked about the progress on the new reference desk project for the library. The Trustees need to vote on this, but they had brought up other issues that were also important for the library to resolve (i.e., presence of mold, lack of good air conditioning, etc.). The Trustees may take a vote at their August meeting. Richard Laskey is a member of the Library Building Committee and said he would like to take information to the next meeting that Friends has committed to helping with the reference desk project. Discussion ensued and the general feeling was that Friends was supportive of the effort. The Board determined that Friends could contribute a set amount (rather than a percentage of total cost) to the new reference desk (or another specific item). As a result of the discussion, Kris Sawyer made a motion to designate up to five thousand dollars (\$5,000.00) toward the reference desk if approved by the Library Trustees. Connie George seconded the motion, and it passed unanimously. Richard will carry that information to the next Building Committee meeting.

**V. Tabled Items – for future discussion**

- A. Volunteer Contracts
- B. New Ladder
- C. Birthday Books for Hampton Babies
- D. What to Do in Memory of Dona Janetos

**VI. Upcoming Events**

- A. Next Board Meeting – Wednesday, Sept. 8th, at 6:30 PM in the Library
- B. Doll Clothes Sale – Thursday and Friday, July 8<sup>th</sup> and 9<sup>th</sup>, at the Library

**VII. Summary of Decisions Made**

- A. Motion made/passed to approve up to \$9,000 for the new outdoor sign.
- B. Motion made/passed to authorize up to \$150 for 500 Thank-You postcards.
- C. Motion made/passed to renew passes to the Seacoast Science Center (\$65), the Boston Museum of Science (\$600), and the New England Aquarium (\$625).
- D. Motion made/passed to ‘earmark’ up to \$5,000 toward the new Reference Desk.

Sue Hughes moved to adjourn the meeting; the motion was seconded by Connie George. The meeting was adjourned at 8:05 PM.

Respectfully submitted,  
Lynn Goodman, Recording Secretary