

FRIENDS OF THE LANE MEMORIAL LIBRARY BOARD MEETING MINUTES

September 29, 2008

Accepted 11/18/08

Attendees: Susan Hughes, Debra Perry, Connie George, Lynn Goodman, Sandy Kent, Darrell Eifert, Gloria Goudreau, Kacey Morris, Pat Trionfo-Spitz, Dot Gooby, Kris Sawyer, Linda Sadlock, and Mary Lou Heran.

The meeting was called to order by President Susan Hughes at 7:08 PM in the Lane Room at the Library.

I. Recording Secretary's Report

A. Robert's Rules of Order (RRO)

Lynn Goodman gave a brief reading of sections from RRO pertinent to Friends' approval of meeting minutes. It was determined that Friends can approve Minutes from the Annual Meeting, as well as other Minutes, at a Board Meeting. A nod of appreciation to Mary Lou Heran for her prior work in creating our By-Laws to fit with RRO, yet keeping them flexible enough to conduct business in a timely fashion.

B. Board Meeting Minutes from 8/14/2008 were circulated for corrections/additions.

C. Annual Meeting Minutes from 9/11/2008 were circulated for corrections/additions.

There were no corrections/additions from the floor on either set of Minutes. Sandy Kent moved to accept as presented the Minutes from the 8/14 Board Meeting and the 9/11 Annual Meeting. Dot Gooby seconded. A vote was taken and the motion passed unanimously.

II. Officers' Reports

A. President

There was no President's Report at this meeting.

B. Treasurer

Connie George circulated the Treasurer's Report dated the end of August 2008. Total Assets were reported as \$25,636.40. Connie stated that Treasurer's Reports would be submitted to the Trustees to bring their records up-to-date. See attached.

C. Membership

Pat Trionfo-Spitz reported that there are 204 members. She also noted that there are 69 members with no e-mail address. She will double-check with those members about this. It is important that any e-mail address changes be reported to Pat immediately.

There were no other Officers' Reports.

III. Old Business

A. 50th Anniversary Gala

Final details have been worked out with Hampton Rotary, who will partner with the Friends for the Gala. The date has been changed to Saturday, November 8th. Sue Hughes noted that a total expenditure for the Gala had not yet been discussed or voted, whereupon Connie George moved to accept an amount of \$1,200, not-to-exceed, for Gala expenditures. This motion was seconded by Kacey Morris. After brief discussion, the motion was voted on and passed unanimously. Darrell Eifert informed the meeting that Rotary would be providing the liability insurance for the Gala. The Fire Department has issued an Occupancy Permit for 125 people. Details regarding the wine would be finalized on Tues., 9/30. Once that detail is set, publicity can begin in earnest. Debra Perry's Gala Committee has been meeting and ironing out details regarding food service, door prizes, silent auction items, publicity, music, decorations, program, etc. The Gala will be presented as an Adults Only evening, with per-person ticket prices of \$20 in advance and \$25 at the door.

B. Business Bulk Mailing

This is a mailing going out to the businesses of Hampton to solicit support for the Library and showcase what the Library offers to local employers and employees. It is expected that over a thousand pieces will be mailed. Darrell Eifert and Sue Hughes will work on the design of the brochure, and it is hoped that the brochure will be in final form by November 15th. Volunteers will be needed after the brochure is printed to help with the mailing. Darrell felt that there were sufficient stamps left over from the previous bulk mailing last Spring to cover this mailing. The target date for arriving in mailboxes will be the last week of November. Notice will be sent out for volunteers to help with this endeavor.

C. Job Descriptions

While some job descriptions are in draft form, others still need to be generated. This item will be discussed in more detail at future meetings.

D. 'Orphans'

The redecorating of the Dearborn Room at the Library was briefly discussed. The Library Trustees will be working with Friends to determine what will be done there.

The Coffee Station was briefly discussed. Darrell stated that if the staff handles the duties associated with the Station, the cost would be minimal. If the duties are automated, with no staff involvement, the costs would be very high. This matter will be discussed in more detail at a future meeting.

IV. New Business

A. Donation in Memory of Catherine Redden

It was announced that Catherine Redden, long-time Director of Lane Library, had passed away from cancer. A brief discussion ensued as to what Friends might do to memorialize her. Library staff, Friends and Trustees will work together to determine the best direction for this effort. Sandy Kent will keep Friends informed.

B. Book Sale Money – Allocation/Tracking

Monies taken in from annual book sales are intended to go to the Library for various purchases. The current process is for the Library Staff to make a formal request to the board for approval. If approved, the Library Staff fill out a voucher with the amount needed, submit the voucher to the Treasurer, and a check is written and given to the Staff for the purchase. It was determined that a more direct process should be started with the proceeds from the last book sale. Proceeds from the children's book sales go directly to the Children's Room. Kris Sawyer made a motion that, as of the Summer 2008 book sale, all annual book sale monies go directly to Adult Services and all children's book sale monies go directly to Children's Services, and that requests for purchases, up to the limit of the particular book sale, be submitted to the Treasurer via voucher, without Executive Board approval. Debra Perry seconded the motion and it was passed unanimously.

C. Master E-mail List

Sue Hughes and Debra Perry will be working on this.

D. Spending Requests

One item that came up for brief discussion was purchase of a new standing sign for outside display of Library events. Darrell will look into this.

V. Job Openings

Positions of Recording Secretary, WebMaster for the Friends website, coordinator for the Friends display area (over the water station), chairperson for the holiday bake sale/raffle, and a chairperson for the Valentine Tea will be discussed at a later time. Gloria Goudreau said she would call Arlenea Batchelder to assess her interest in chairing the Valentine Tea.

VI. Upcoming Events

A. Seacoast Libraries Conference

This conference takes place in Rye on Saturday, Oct. 4th. Mary Lou Heran will attend and will report to the Board.

B. Doll Clothes Sale

Dot Gooby will be handling this sale, which will take place on Wednesday, Oct. 8th, from 9:30 AM to 7:30 PM in the lower lobby of the Library. Contact Dot to sign up and help. Half the proceeds will go to Friends.

C. Twilight Book Club

The next meeting will be on the first Tuesday of October, the 7th, at 6:30 PM. The November meeting will be Tuesday, November 4th. Debra Perry will maintain and post a list of Club books in the library so participants can know what's coming up.

D. Children's Book Sale

The Children's Book Sale for the 1st Graders at Centre School will be on Wed. and Thurs., November 5th and 6th. An e-mail will go out to members about this.

E. 50th Anniversary Gala

The Gala will be held on Nov. 8th. It is hoped that Friends and friends will attend. Posters will be placed around town to advertise the Gala.

VII. Summary of Decisions Made

- A. Annual Meeting Minutes can be approved at the next Board Meeting, as can General Meeting Minutes, if too much time will elapse between General Meetings.
- B. Total expenditures for the 50th Anniversary Gala have been capped at \$1,200.
- C. Date for the Gala has been changed to Sat., Nov. 8th.
- D. Business Bulk Mailing will go out in the last week of November.
- E. Dearborn Room redecorating will be done in conjunction with the Trustees.
- F. A fitting tribute to Catherine Redden will be determined by Staff, Friends, Trustees.
- G. Annual book sale monies hereafter will go directly to Adult Services without the need for board approval; a voucher system will be used to purchase items for Adult Services. When the book sale monies are depleted, any requests must be presented to the board.
- H. Possible purchase of a new outdoor standing sign for advertising Library events.
- I. Mary Lou Heran will attend the Seacoast Libraries Conference in Rye on Oct. 4th and report back to Friends.
- J. Doll Clothes Sale will be on Wed., Oct. 8th, at the Library.
- K. Children's Book Sale (for Centre School 1st Gr.) will be Wed./Thurs., Nov. 5th and 6th.

Connie George moved to adjourn the meeting; the motion was seconded by Gloria Goudreau. The meeting was adjourned at 7:58PM.

Respectfully submitted,

Lynn Goodman, Recording Secretary, Interim