

FRIENDS OF THE LANE MEMORIAL LIBRARY BOARD MEETING MINUTES

Sept. 8, 2010

Accepted on 11/3/2010

Attendees: Sue Hughes, Lynn Goodman, Lynn Blume, Kris Sawyer, Diane Keyes, Mary Lou Heran, Mary Withka, Darrell Eifert, and Amanda Reynolds Cooper.

The meeting was called to order by President Susan Hughes at 6:34 PM in the Dorothy Little Room at the Library.

I. Recording Secretary's Report

Board Meeting Minutes from 7-7-2010 were presented for corrections or additions. There were none. Lynn Blume moved to accept the Minutes as currently written; Diane Keyes seconded.

II. Consent Agenda

A. President

A detailed President's Report was sent out by e-mail (see attached copy). A short discussion ensued on Item II, Outdoor Sign – it was hoped that installation of the new sign could occur such that we could celebrate it in conjunction with the Friends General Meeting on Oct. 13th. A short discussion was held on Item III, Safety Changes, also. See below under New Business for further discussion of this topic.

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 Update

This topic is covered under Item II of the President's Report. Briefly, total cost is \$7,030.00. Lead time for installation is approximately 6 weeks. A General Contractor will remove and dispose of the old sign. Additionally, because the Friends' donation for the sign is over \$5,000, the donation and the Library's acceptance of this donation must occur at a public meeting. It also must be publicized in the newspaper.

B. Red Sox Raffle Results

Diane Keyes and Lynn Goodman were pleased to announce that this raffle netted approximately \$1,500 for Friends and the Library. In addition to ticket sales at our book sale in June (where the winning ticket was purchased!), sales by individual Friends members, and sales at the Library, several local businesses also contributed to our success. These included the Market Basket food stores in Stratham and Seabrook,

as well as Hampton's Hoaty's restaurant and The Kitchen at Depot Square who sold raffle tickets to their customers. Diane noted that the raffle needs to be organized earlier and a committee formed in order to contact businesses, organizations, and fans for their input as to how to generate more interest in this important annual fundraiser.

C. Doll Clothes Sales Results

The Doll Clothes Sale held on July 8th and 9th and continuing through the month of July at the library resulted in over \$2,200. Dot Gooby's sister Beverly is in touch with Mary Withka, who has agreed to take over the Doll Clothes fundraiser with the help of Kelly Garneau. There will be a sale in December in time for the holidays. A Board member mentioned she knows of another person who also makes similar clothing for dolls. Mary Withka will look into this as possibly another source for doll clothing.

D. 100th Anniversary Celebration, Lane Building, Dec. 11, 2010

Library Director Amanda Reynolds Cooper brought the Board up-to-date on the upcoming 100th Anniversary Celebration in December. Research is underway to gather information on what the times were like in Hampton 100 years ago. The Library will buy the wine to be served that evening, at a cost of between \$400 and \$500. Amanda is working on the liquor license. She said that (volunteer) bartenders would be needed for the evening's celebration. Ticket price will be set at \$25/ticket general admission, with a special rate for Friends members. The Library will be looking for corporate sponsors for this event. The Library has an Occupancy Permit for 125 persons. Funds from this celebration will go toward refurbishing the New Hampshire Room.

IV. New Business

A. Spending Requests

1. Pallets for Vault

The Board was pleased to learn that plastic pallets for the vault had been donated. The pallets will be used for storage of boxes; use of the pallets will alleviate the possibility of water damage from flooding.

2. Children's Museum of NH Pass

The Library is interested in getting a pass to the Children's Museum of NH at a cost of \$300 for one year. A motion was made by Kris Sawyer to purchase the pass at a cost of \$300; Lynn Blume seconded, and it was unanimously passed.

3. Darrell Eifert stated that a new volunteer to the Library is interested in conducting 2-hour sessions of Computer Instruction for free. However, two (2) laptops will be needed: one will be kept in the Lane Room for Audio/Visual use, and the second will be used for student instruction. Darrell stated that he priced Gateways at Best Buy for \$500. Kris Sawyer moved to approve \$1,060 for two computers and accessories (mouse for each) for Audio/Visual presentations and computer instruction; Diane Keyes seconded the motion, and it was unanimously passed. Darrell will proceed with this matter and give an update at the Oct. meeting.

4. Darrell also mentioned that the Library needs to purchase a Kindle or a Barnes & Noble Nook or a Sony or a..... A wi-fi version of such a device can be purchased for only \$150. The Library has e-pub downloadables for Library patrons. It was felt that more discussion and research is needed prior to a decision on this matter.

B. Officers for 2010-2011

A draft copy of the Contact information for new Executive Board Members, Chairpersons, Directors, Library Trustees, and other Friends for the year 2010-2011 was handed out. Positions of Vice-President and Recording Secretary still need to be filled. Please see the President's Report, Item I, for additional information on this topic.

C. General Meeting Planning

Discussion was held as to the date for the General Meeting; it was determined that October 13th is the best date. It was also decided that there will be a premier movie, either something in IMAX format or on BluRay, for this meeting. Per the Friends' By-Laws, a notice to announce the General Meeting will be mailed to the general membership 2 weeks prior to the date. If possible, a Fall Friends Newsletter should go out prior to this meeting. Susan Hughes will contact Newsletter Chairperson Kacey Morris about this. It is not known if the new sign will be ready to install by the meeting date; if so, that accomplishment will be highlighted and celebrated at the meeting.

D. Safety Changes

Susan Hughes and Library Director Amanda Reynolds Cooper met to discuss safety changes to the storage area downstairs to ensure the safety of volunteers who might work down there. Briefly, a new lock has been installed (cost: \$515), a phone will be installed (cost: \$420), and a new door to the Vault that meets the fire code is needed (cost: ?). The cost of these changes may be borne by both the Friends and the Library Trustees. Further discussion will take place on this matter. See Item III of the President's Report for additional information.

E. MOU – Friends and Trustees

As discussed in Item IV of the President's Report, a Memorandum of Understanding (MOU) between Friends and the Library Trustees needs to be developed, in order to outline the expectations of what each organization expects from the other, particularly in terms of volunteers for each group. Susan and Amanda will work on this issue. See also Item IV of the President's Report.

F. Fundraising Opportunity

Amanda has been in contact with a person at the new One Liberty Lane facility. There is a possibility One Liberty Lane can partner with the Library for certain fundraising events. Amanda will follow up on this and keep the Friends informed.

G. Other

New Reference Desk

Amanda stated that the Trustees have approved the new reference desk project for the Library. It was felt that the Friends' commitment to this project helped with the approval from the Trustees. The Trustees are in the process of getting a new quote. Amanda will keep Friends informed.

V. Tabled Items – for future discussion

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

VI. Upcoming Events

- A. Next General Meeting – Wednesday, Oct. 13th, at 6:30 PM in the Library
- B. Next Board Meeting – Wednesday, Nov. 3rd, at 6:30 PM in the Library
- C. Bi-annual Book Sale – Wednesday, Oct. 20th through Saturday, Oct. 23rd

VII. Summary of Decisions Made

- A. Motion made/passed to purchase a pass to the Children's Museum of NH (\$300).
- B. Motion made/passed to approve \$1,060 to purchase 2 laptops and 2 mouses.

Kris Sawyer moved to adjourn the meeting; the motion was seconded by Lynn Goodman. The meeting was adjourned at 7:58 PM. Interested Friends then toured the storage area to see the new pallets and briefly discuss the safety changes to that area.

Respectfully submitted,
Lynn Goodman, Recording Secretary