

**Friends of the Lane Memorial Library**  
**Board Meeting Minutes**  
**September 8, 2011**  
Accepted on 10/13/2011

**Attendees:** Shelley Chandler, Susan Hughes, Lynn Goodman, Diane Keyes, Liz Premo, Mary Withka, Kris Sawyer, Barbara Hoffman, and Trustee Guest Bob Lamothe.

President Shelley Chandler called the meeting to order at 6:40 PM in the Dearborn-Redden Room, and welcomed Barbara Hoffman, new member, to our meeting.

**Recording Secretary's Report**

The Board meeting minutes from July 14, 2011 were presented. Susan Hughes moved to accept the minutes. Diane Keyes seconded; motion approved.

**There was no President/Vice-President Report at this meeting.**

**Treasurer's Report**

Susan compiled several reports: Monthly statements for July and August, as well as a Year-End report. Total assets end of August 2011: \$21,483.60. Income for the past year was \$15,694.85, with expenses at \$24,223.61. See Financial Reports from July and August 2011 and Year-End Report covering 9/2010 through 8/2011.

A Proposed Budget for Sept. 2011 through Aug. 2012 was presented. It was proposed that Friends vote on this budget for normal expenditures that occur on an annual basis. A motion was made by Kris Sawyer to approve an annual budget in the amount of \$5,625 to cover costs of Museum Passes, Movie Snacks, Coffee Supplies, Membership, Newsletter, and Children's Programming for Fiscal Year 2011-2012. Diane Keyes seconded; motion approved.

**There was no Membership Report at this meeting.**

**Unfinished Business**

*General Meeting*

The Friends General Meeting will be held on Tuesday, Sept. 27<sup>th</sup> at 6 PM. A donation from Lindt Chocolate will be sought. Kacey Morris will be contacted about issuing a Fall newsletter. It was thought that attendees could vote on changes to the Friends By-laws. Susan Hughes will check on this matter.

**New Business**

*Spending Requests*

1. Susan Hughes moved to spend up to \$500 for a security camera for the art gallery (including installation). Diane Keyes seconded; motion passed.
2. Discussion held on getting passes for the SEE Museum; this will be done.

**Tabled Items**

Update job descriptions

Volunteer contracts

Insurance

Outside Benches

Sign Lighting

Susan Hughes will again open discussion about Job Descriptions and Insurance. It was suggested that Outside Benches be deleted from the list of Tabled Items. Susan Hughes will speak with Amanda Reynolds Cooper about the sign lighting.

**Upcoming Events**

General Meeting Sept. 27<sup>th</sup> – 6:00 PM

Next Board Meeting – Oct. 13<sup>th</sup> – 6:30 PM

Fall Book Sale

Winter Doll Clothes Sale

Shelley will contact Amanda about her schedule regarding Board Meeting dates.

The Fall Book Sale will be held the week before Thanksgiving, Nov. 16 to 19.

The American Doll Clothes Sale will be held in early December.

A motion was made by Susan Hughes to purchase new Library Book Bags for a cost up to \$600; seconded by Kris Sawyer; motion passed.

**Summary of Decisions Made**

- A. Motion made/passed to approve a budget of \$5,625 for 2011-2012 fiscal year expenses.
- B. Motion made/passed to spend up to \$500 for a security camera to be installed in the Gallery.
- C. Decision made to purchase passes to the SEE Museum.
- D. Motion made/passed to spend up to \$600 to purchase more Friends Book Bags

Susan Hughes moved for adjournment; Sandy Kent seconded. Shelley declared the meeting adjourned at 7:44 PM.

Respectfully submitted,

Lynn Goodman

Acting Recording Secretary for Patt Walker