FRIENDS of TUCKER FREE LIBRARY
BOARD MEETING, MINUTES
Regular meeting; Sunday, November 10, 2019; 1:00pm

ATTENDANCE:

- PRESENT:
  - Board members: Sylvia Lennox; Rob Reno; Mary Corsetti; Naomi Praul
  - Ellen Chase-Lucard absent
  - Others present: Anne Crotti (Trustee Liason)
  - Lynn Piotrowicz (Library Director), absent;
  - Guests present:
    - Katherine Patenaude
    - Fran Tain
    - Susan Murray

REPORTS:

- PUBLIC COMMENTS:
  - Katherine Patenaude inquired about purposes of FTFL; general discussion followed about FTFL; recent history, 501-c3 status, capital campaign, membership, programs…

- SECRETARY’S REPORT:
  - Previous minutes reviewed; no exceptions taken
  - October 27, Annual Meeting: Rob will draft brief minutes, for record purposes

- TREASURER’S REPORT: None; (Ellen absent)

OLD BUSINESS (further discussion):

- BUILDING DESIGN PROCESS (TRUSTEES REPORT)
  - (Anne, Sylvia); reported on October 22 Trustees meeting with SMP & Milestone in non-public session continuing October 8 business; planning is ongoing. Upcoming Trustees meetings, 11/19, am, with project engineers; 11/19, pm, Trustees, to discuss fundraising
  - Other, upcoming Library/Community networking meetings (FTFL board members welcome to attend)
    - 11/14, 6:00pm; @ Library, hosting Chamber of Commerce, ‘after hours’
    - 11/21, 7:30am; @ Library, hosting Henniker Rotary, regular meeting
  - Fund raising consultant, discussed: no new information
  - Brief discussion about fundraising process, policies, responsibilities
  - (Fran Tain shared insights; she has professional experience in fundraising)

- ANNUAL MEETING, DEBRIEF
  - Anne reported on FTFL activities and purposes
  - Officers were elected as a slate without floor nominations
  - Bylaws were adopted as submitted by Board
  - SMP presented design progress drawings along with project budget and schedule information

- MEMO of UNDERSTANDING/DISCUSSION; Based on limited review and discussion to date, and Naomi’s suggested edits, Rob will update boilerplate draft for further discussion within FTFL and with Trustees, provided document format allows edits; goal remains finalization by year end, 2019; (also discussed that the MOU can reflect an evolving process subject to ongoing amendment)

- DONOR POLICY AND PROCEDURE; (not discussed in particular); goal is to have finalized by year end prior to fund raising drive; [NOTE: this will be an FTFL document but also subject to Trustees guidance]
• GIFT ACCEPTANCE POLICY; (not discussed in particular); goal is to have finalized by year end prior to fund raising drive; [NOTE: this will be an FTFL document but also subject to Trustees guidance]

• FUND RAISING, MEMBERSHIP PRODUCTS: (not discussed in particular); goal is to have finalized by year end prior to fund raising drive;
  - FTFL (& TFL?) Letterhead, logo, outreach ID, administrative products, coordination
  - Outreach documentation; project info and FTFL membership policy, fund raising brochure
  - Fund raising; financial record keeping; related forms and documents; coordination with Trustees
  - FTFL promotion; potential swag items; apparel, miscellaneous
  - Other, potential programs, discussed: FTFL absorb 2pm Sunday programs?; book sale? pocket libraries?

• PROCESS PLANNING: Briefly discussed, division of labor, stakeholders, process and products. Rob distributed two diagrams for future consideration in ongoing planning discussion (.pdf copies attached):
  - Organizational diagram, pictorial; previously discussed (Lynn), 2/24/19
  - Organizational diagram, graph; provisional (Rob), 11/10/19

NEW BUSINESS:

• BUDGET ADVISORY COMMITTEE MEETING: Anne reported on November 2 meeting of the Trustees with Town Budget Advisory Committee to discuss project budget management, timing, developing schedule, advance preparation for March Town Meeting request; this work is ongoing.

OTHER BUSINESS:

• Bylaws, discussion; Susan Murray shared comments on bylaws:
  - Under 5.0 (Treasurer), questioned signatory policy
  - Under 7.0 (Indemnification), encouraged procuring D&O insurance
  - (miscellaneous formatting and typographic comments)
  - It was discussed that the recommended intent with rhetorical syntax was to use broad language that is permissive more than compulsive, for flexibility under guided discovery; it was noted that bylaws as recently approved cannot readily be amended in substance except for annual or special membership meetings; suggestions on policy issues subject to ongoing review.

NEXT MEETING DATE(S):

• Next Board Meeting: Thursday, December 5, 6:00pm (tentative, per upcoming notice, confirmation)
  - Agenda: focus on membership drive – process, division of labor, products, programs
• Following Board Meeting: Sunday, December 15, 1:00 (*changed from noon) @ TFL
• Tentative Board Meeting: (to be confirmed) Sunday, January 5, 2020, 1:00pm @ TFL

• OTHER/OPTIONAL: There will be two upcoming meetings of TFL Trustees hosting ‘community partners’ for presenting and promoting building project (FTFL board members are welcome to attend):
  - Thursday, November 14; 6:00pm @ TFL[?] – Chamber of Commerce
  - Thursday, November 21; 7:30am @ TFL[?] – Rotary

ADJOURNMENT: Meeting adjourned, 2:45pm

SUBMITTED BY / DATE: Rob Reno, 11/12/2019