

FRIENDS of TUCKER FREE LIBRARY

BOARD MEETING, MINUTES

Regular meeting; Sunday, October 20, 2019; 1:00pm

ATTENDANCE:

- PRESENT:
 - Board members: Sylvia Lennox; Rob Reno; Mary Corsetti; Naomi Praul
 - (Ellen Chase-Lucard absent)
 - Others: Lynn Piotrowicz (Library Director); Anne Crotti (Trustee Liason);

REPORTS:

- LIBRARY REPORT/ PUBLIC COMMENTS:
 - Lynn reported on October 8 Trustees meeting with SMP (see below)
- SECRETARY'S REPORT:
 - Previous minutes reviewed; correction of typo's and misc; below:
 - Correct titles, future reference: (Lynn) 'Library Director'; (Anne) 'Trustee Liason'
 - 'closed meeting' should read: 'non-public session'
 - 'Sylvia may attend': ['as a representative of FTFL, as Chair']
 - Under 'other business', historic planning grant should read: 'NHPA grant'
 - (misc. spelling corrections, noted)
- TREASURER'S REPORT:
 - None; status unchanged

OLD BUSINESS (further discussion):

- BUILDING DESIGN PROCESS/DISCUSSION; (Lynn, Anne); reported in brief on October 8 Trustees meeting with SMP & Milestone; meeting was 2.5 hours, work in progress; Trustees are reviewing; additional design development and strategy meeting scheduled for Tuesday, October 22, 5:00pm in non-public session; Sylvia will attend for FTFL.
- ANNUAL MEETING; will be held next Sunday, October 27 at 2:00pm; Anne shared meeting agenda and outline:
 - Intro (Anne will present): FTFL, History, General and Membership notes
 - Nomination of Officers; individually introduced; elected as unified slate, unless floor nominations
 - Amendments to 2010 Bylaws; acceptance by those present
 - (Patty for Trustees) intro of SMP; Report by SMP on building project; design development and status
 - (No food or drink will be served)
- MEMO of UNDERSTANDING/DISCUSSION; Ongoing discussion; no significant exception to specimen draft; goal is to have finalized by year end prior to fund raising drive; further discussion at next meeting; joint effort between FTFL and TFL Trustees; (also discussed that the MOU can reflect an evolving process of a provisional document subject to amendment to reflect guided discovery per developing circumstance)
- DONOR POLICY AND PROCEDURE; brief discussion of general issues, coordination between FTFL and TFL Trustees; goal is to have finalized by year end prior to fund raising drive; further discussion at next meeting [NOTE: this will be an FTFL document but also subject to Trustees input]
- GIFT ACCEPTANCE POLICY; (not discussed in particular); goal is to have finalized by year end prior to fund raising drive; further discussion at next meeting [NOTE: this will be an FTFL document but also subject to Trustees input]

NEW BUSINESS:

- FUND RAISING CONSULTANT : Lynn reported having had discussion and received generic 'advice document' on fund raising protocol, process and products from a recommended private fund raising consultant; option of procuring these services is under ongoing consideration; more information will follow
- FUND RAISING, PRODUCTS: Brief general discussion of categories and particulars of products and procedures needed to support and coordinate fund raising efforts; further discussion and development, upcoming meetings:
 - Letterhead, logo, outreach ID, administrative products, coordination
 - Outreach documentation; project info and FTFL membership, fund raising brochure
 - Fund raising; financial record keeping; related forms and documents
 - Promotion; miscellaneous swag items; apparel, miscellaneous

OTHER BUSINESS:

- OUTREACH: There will be two upcoming meetings of TFL Trustees hosting community groups for purposes of 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

NEXT MEETING DATE(S):

- Annual meeting: October 27, 2:00pm @ TFL
- Next Board Meeting: Sunday, November 10, 1:00pm @ TFL
- Following Board Meeting: Sunday, December 15, 12:00 [NOON] @ TFL
- Tentative Board Meeting: (to be confirmed) Sunday, January 5, 2020, 1:00pm @ TFL

ADJOURNMENT: Meeting adjourned, 2:05pm

SUBMITTED BY / DATE: Rob Reno, 10/22/2019