

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