

FRIENDS of TUCKER FREE LIBRARY
BOARD MEETING, MINUTES
Special meeting; Thursday, December 5, 2019; 6:00pm

ATTENDANCE:

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

NOTE:

This was a task-focused special meeting to brainstorm, specifically relative to planning for 2020 membership drive – process, division of labor, products, programs. Related issues addressed briefly but not exhaustively, deferred for future discussion, included, but not by way of limitation:

- Memo of Understanding
- Donor policy & procedure
- Gift acceptance policy
- Fundraising; building project capital campaign (separate from membership dues, income)
- Administrative infrastructure: document management, accounting, etc.

MEMBERSHIP DRIVE:

Broad discussion of purposes, policies and products included the following, for further resolution and action at upcoming Board Meeting(s):

- Dues schedule, category(s), costs, policies, products:
 - General unanimity that keeping all of the above simple will be best
 - ONE basic ‘outreach instrument’ will be in keeping with this
 - Consensus gravitated toward only ONE membership category: ‘Individual’, @ either \$20 or \$25 per year
 - Dues payment options: either by check or by Paypal/credit card; Ellen will investigate Paypal payment protocol
 - Lynn will produce for next meeting a rough draft/format of outreach instrument for further Board input on content
 - Promotional verbiage: TBD; Bylaws provide some basis for background on mission, objectives, purposes of FTFL
 - Other products: letterhead & ID: agreed to use existing (or as being updated) TFL logo, graphics as a template
 - Other products: A dues receipt/thank you letter with purposeful format and content will be needed
 - Other products: an informational/promotional FTFL bookmark was discussed, inconclusively
 - Other products: Agreed to forego other membership premium, swag items
 - Noted that it cannot be ‘assumed’ that the constituency is fully aware of the building project or capital campaign

OUTREACH:

Town of Henniker Newsletter/December:

Lynn will submit brief NOTICE of upcoming FTFL membership drive, per agreed wording

ADMINISTRATIVE:

Discussion of evolving administrative protocol, documents management and accessibility needs as membership drive initiates; potential use of 'Google drive' cloud based document filing was discussed for further consideration at next meeting; this requires a gmail account for anyone with access; the following format was agreed upon for FTFL access (members will attempt to set up gmail accounts prior to next meeting)

firstnamelastname.FTFL@gmail.com

OTHER:

Rob will add email contact info for Fran and Bethany to email list

NEXT MEETING DATE(S):

- Next Regular Board Meeting: Sunday, December 15; 1:00pm; *[NOTE TIME, 'PER USUAL']*
- Tentative Following Board Meeting: *(to be confirmed)* Sunday, January 5, 2020, 1:00pm @ TFL

- OTHER/noted*:
 - (Trustees next regular meeting: Tuesday, December 10)
 - (Trustees, special meeting with SMP team; Thursday, December 12)

ADJOURNMENT: Meeting adjourned, 7:30pm

SUBMITTED BY / DATE: Rob Reno, 12/10/2019