

***FRIENDS of TUCKER FREE LIBRARY***  
BOARD MEETING, MINUTES  
***Regular meeting; Sunday, December 15, 2019; 1:00pm***

ATTENDANCE:

- Board members present: Sylvia Lennox; Rob Reno; Mary Corsetti; Naomi Praul; Ellen Chase-Lucard.
- Others: Lynn Piotrowicz, (Library); Anne Crotti, (Trustee Liaison); Fran Tain, (computer guru)

REPORTS:

- SECRETARY'S REPORT:
  - Previous minutes; reviewed, accepted (Oct 27 [annual meeting], Nov 10, Dec 5)
  - (Noted that '*secerataries*' as spelling for the 'report of the secretary' can be vastly improved upon)
- TREASURERS REPORT:
  - Current account balance is approximately \$621
  - Brief general discussion of emergent bookkeeping protocol, chart of accounts dynamics; ongoing consideration
  - Lynn will share some software suggestions with Ellen for a simple bookkeeping system
  - Noted that 'membership proceeds' (dues and other membership contributions), for discretionary use by FTFL, will need to be specifically categorized and segregated from dedicated 'capital contributions' intended for the building project
- TRUSTEES REPORT (Anne)
  - Tuesday, 12/10 meeting: main outcome of meeting, project schedule will be adjusted; warrant article for March, '20 Town Meeting will be limited to request for (a) additional design fees through Construction Documents phase, plus (b) fees for fundraising consultant; RFP for fundraiser will go out in January, for an immediate (contingent) capital campaign commencement after Town Meeting. Slower schedule will allow sufficient time for bond/financing research, fundraising outreach, FTFL membership initiative, etc. in addition to ongoing project design development.
  - Thursday, 12/12 meeting (with SMP team); focus was on ongoing design development; engineer's report on necessary upper floor structural work was encouraging; revised schedule is agreeable to SMP team; January 17 set as approximate date for next progress set of project drawings

OLD BUSINESS:

- ORGANIZATIONAL:
  - Given change in project delivery schedule, more time is available for organizational work related to team coordination, fundraising; related tasks and documents will be further addressed at upcoming Board Meeting(s):
    - Memo of Understanding
    - Donor policy & procedure
    - Gift acceptance policy
- MEMBERSHIP DRIVE:
  - Lynn shared draft versions of 2 promotional pieces: (1) a membership outreach post card, and (2) a thank you reply; they will be posted on FTFL 'Google Docs' portal; favorable discussion; Lynn will submit revisions; board members will review and submit further suggestions to be discussed at January 5 meeting

- Lyn presented USPS application/qualifying materials for non-profit postage rates; apparently there is no cost to qualify; resolved to put this in place for future purposes; Lynn and Sylvia will coordinate this process
- PayPal; Ellen has investigated; resolved to establish this capability for membership enrollment; access will be via the FTFL link in the TFL web site; Lynn will follow up with Ellen re: PayPal hyperlink protocol.
- FTFL address: resolved that for its mailing address, FTFL will use the TFL PO Box, and library staff will sort mail addressed to FTFL.
- Dues structure: general discussion; resolved, there will be one nominal dues level, set as “\$20.00 minimum” baseline, leaving option for additional dues contributions. The timeframe question was discussed, inconclusively, with favorability recognized of something simple to administer recognized; question was set for further consideration.

#### NEW BUSINESS:

- ADMINISTRATIVE:
  - (Under Fran’s guidance) Discussion, working session and provisional implementation of procedures for FTFL document access and management via dedicated FTFL ‘Google Docs’ internet portal, including FTFL Gmail account setup and email management; work on this will be ongoing, including a file/folder system for document organization; (for immediate distribution purposes, members’ ‘personal’ emails will continue to be used until further notice)

#### OTHER BUSINESS:

- BYLAWS DISCUSSION:
  - Brief discussion of questions previously raised, specifically related to ‘Treasurer’ (5.0) and ‘Indemnification’ (7.0); noted that bylaws are permissive, for flexibility in enabling policy emergence; future consideration is warranted but no immediate action was indicated
- HENNIKER TOWN E-NEWSLETTER NOTICE;
  - Noted that the previously discussed notice of upcoming FTFL membership drive was posted in the December E-newsletter along with photo; thanks to Lynn.

#### NEXT MEETING DATE(S):

- Next Regular Board Meeting: Sunday, January 5, 2020, 12:00pm @ TFL; *[NOTE TIME!]*

ADJOURNMENT: Meeting adjourned, 3:00pm

SUBMITTED BY / DATE: Rob Reno, 12/18/2019