

FRIENDS of TUCKER FREE LIBRARY

Meeting Minutes

Regular meeting; Sunday, January 5, 2020; 12:00PM

AS ROB RENO, Secretary, was absent (excused) Lynn Piotrowicz stepped in to record minutes.

- ROLL CALL – Meeting was called to order at 12:06PM. Present: Mary Corsetti, Naomi Praul, Sylvia Lennox, and Ellen Chase-Lucard. Non-voting members: Anne Crotti (TFL Board Liaison) and Lynn Piotrowicz (Library Director)
- LIBRARY REPORT/PUBLIC COMMENTS – Anne Crotti reported on important dates coming up for Town Meeting 2020. Urged everyone to attend the Town Meeting on March 14, 2020. Library director provided information on status of Capital Campaign RFP. Library director will email FTFL date for next SMP presentation that will occur prior to Town Meeting and serve as the reveal for design revisions and expenses going forward in preparation for Town Meeting Warrant article.
- SECRETARY’S REPORT – Sylvia Lennox motioned to accept minutes of December 15th meeting as presented. Naomi Praul seconded the motion. All in favor (4-0)
- TREASURER’S REPORT – Ellen Chase Lucard reported on the balance in checking account. She is also investigating deferral to file NH STATE annual report as well as looking into filing requirements for the 501c3 status. After reviewing formal bookkeeping software (Account Edge) Ellen felt that at this time a spreadsheet on the FTFL Google Drive was sufficient. Lynn discussed the use of a bill paying Manifest that is approved monthly as a deterrent to financial malfeasance.
- OTHER/COMMITTEE REPORT(S) - None

OLD BUSINESS

- MEMBERSHIP DRIVE
 - Thank you notes were shared with FTFL members. As a matter of full disclosure, Lynn Piotrowicz reported that the FTFL reimbursed her for the payment of the cards in the amount of \$56.59. Piotrowicz used a personal credit card to pay for the order at time of origination.
 - Ellen Chase-Lucard reported that the PayPal account is set. The next step will involve meeting with library staff to place the “PayPal Button” on the library website. PayPal charges 2.2% for each transaction (.44 cents for a minimum donation).
 - Sylvia Lennox will prepare a press release for the Messenger, Stone Bridge Post, Town Crier, and Concord Community News. Friends will also reach out to contacts at St. Teresa’s and Congregational Church to have

information posted in weekly bulletins. Press release will also be sent to Henniker Community School and Henniker Town Newsletter. Friends will post membership posters at: Pharmacy, St. George's, Post Office, Harvester.

- Sylvia Lennox will adapt the press release to letters to be sent to the Chamber of Commerce and Henniker Rotary.
- Library Staff will have information posters at the two circulation desks and both bulletin boards. The message on CHECK-OUT receipts will be changed to reflect the membership drive. Once on the website, staff will be in-serviced on how to assist interested parties in making donations at the library through PayPal.

- ADMINISTRATIVE; DOCUMENTATION, COMMUNICATIONS AND GOOGLE-DOC'S – Details were discussed regarding protocol for receiving donations. A box will be set up in the inner office where FTFL mail will be located. If anything is received in the mail or at the circulation desk, staff will place the items in the box and notify FTFL that there is mail. A representative from the FTFL will open mail and add membership information to the Google Spreadsheet. A deposit will be prepared and made by that person at Citizen's Bank.

- NEW/OTHER BUSINESS
 - ORGANIZATIONAL
 - Memo of understanding – No action
 - Donor policy and procedure – Reviewed with revisions for acceptance at next meeting.
 - Gift acceptance policy – Reviewed with revisions for acceptance at next meeting.

 - MEMBERSHIP DRIVE – Adequately covered in old business.
 - Outreach instrument, including promotional content, dues policy
 - Other products?
 - Dues payment, protocol

 - ADMINISTRATIVE PROTOCOL – Adequately covered in old business.
 - document management: Google drive & gmail

 - OTHER – Next meeting was scheduled for February 9, 2020 at 12:00 PM.

 - Motion to adjourn at 1:38 by Sylvia Lennox. Second by Naomi Praul. All in favor (4-0).