

# ***FRIENDS of TUCKER FREE LIBRARY***

## **BOARD MEETING, MINUTES**

Regular meeting; Sunday, August 11, 2019; 1:00pm

### ATTENDANCE:

- PRESENT:
  - Board members: Sylvia Lennox; Ellen Chase-Lucard; Rob Reno; Mary Corsetti; Naomi Praul
  - Others: Lynn Piotrowicz; Anne Crotti;

### REPORTS:

- SECERATARY'S REPORT:
  - Previous minutes reviewed; no exceptions taken
  - Rob will update Board e-mailing list - deletions; [attached]
  - Meeting agendas: Rob & Lynn will coordinate in future, approx. one week before scheduled meetings
- TREASURER'S REPORT:
  - Ellen reported cash balance of \$621.69
  - 501-C3 process is complete
  - Form 990 annual report is filed
  - Fundraising; Ellen will research Pay Pal protocol and costs
  - Ellen has documents for FTFL website; (will FWD to Lynn for posting)

### NEW BUSINESS:

- ANNUAL MEETING; provisional discussion of timing and agenda;
  - Date confirmed: October 27, 2:00pm @ TFL
  - Press release needed; Sylvia will prepare draft:
    - meeting notice, agenda, membership info, bylaws copy; nominee slate, etc.; (general discussion)
  - (concurrent children's program will be offered during annual meeting)
    - ACTION: Sylvia will prepare draft copy of Press Release for review @ next board meeting
- MEMBERSHIP, PROCESS: General discussion of membership categories ('descriptors'), fees, benefits, administrative and other membership protocol; Lynn shared 3 page spreadsheet of comparable prototype fee structures [attached], for review and further discussion at next board meeting.

### OLD BUSINESS (further discussion):

- BYLAWS FINAL REVIEW/DISCUSSION: Final review of misc. bylaws revisions;  
Bylaws as reviewed approved, dated 8/11/19, for acceptance by membership at annual meeting, 10/27/19;
  - ACTION: Rob will make final edits and distribute copy [attached] as approved, and notice of bylaws amendment with approved copy will be given prior to annual meeting.
- BUILDING DESIGN PROCESS/DISCUSSION (Lynn); Milestone Engineering is engaged for pre-construction ('CM') management services; geotechnical services (borings at 3 locations), along with survey services are procured; schematic design is ongoing; development ongoing for presentation annual meeting October 27.
- SOCIAL w/TRUSTEES/PLANNING; End of summer social occasion with FTFL Board and TFL Trustees discussed; date confirmed for Sunday, September 15 @ 2pm; location is Ann's home, 414 Davison Road;
  - ACTION: Ann will send pot luck and other logistics email to members

- MEMO of UNDERSTANDING/DISCUSSION; Lynn distributed [8/11/19] DRAFT copy of MOU agreement [attached] relative to division of labor between TFL Trustees and FTFL, based on prototype document, for consideration [copy attached] prior to next FTFL board meeting:
  - ACTION; members will review DRAFT MOU for review and discussion at next meeting
- WEB SITE/DISCUSSION (Lynn); FTFL presence on TFL web site is evolving; includes minutes, by laws, announcements; further discussion at next board meeting prior to Annual Meeting notices in October.
 

*[NOTE, from Lynn]: \*For purpose of minutes, please indicate that [tuckerfree@comcast.net](mailto:tuckerfree@comcast.net) is currently the email address that FRIENDS INQUIRIES go to. As soon as FRIENDS are official in October I can change the email to the Friends GMAIL account and help set up credentials for someone to check it regularly.*

  - <http://www.tuckerfreelibrary.org/join-the-friends/> ('ABOUT' link in TFL main site)

#### OTHER BUSINESS:

- CHILI FEST: TFL Trustees will be entering 'Spicy Chicken Mango Chile' in Henniker Chili Fest, 8/18, under the catchy theme: 'Where the Mango Sings'; promises to be major crowd pleaser!
- PUBLIC EVENT: TFL Trustees will have a presence at 'Music on Main Street' on 9/21, including info promoting building project as well as Annual Meeting; planning in progress
- MISCELLANEOUS: general discussion, facility management update (Lynn); AC system failure, repairs are finalized; Eversource lighting upgrade planned; (unexpected operating costs)
- LANDSCAPE PROJECT; general discussion, site improvements @ NE & NW corners: goals include removal of some shrubs, create patio/sitting area with public seating, table, hardscape, gathering area with simplified planting 'urns'; to be developed; Rob offered to produce a simple scaled 'existing conditions' site plan for further discussion... (status and timing t/b/d)

#### NEXT MEETING DATE(S):

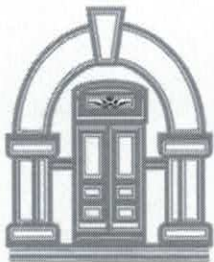
- Social occasion with TFL Trustees (see above); confirmed for Sunday, September 15 @ 2pm
- Next regular Board meeting: Sunday, September 29, 1:00pm @ TFL
- Following Board Meeting: Sunday, October 20, 1:00pm @ TFL
- Annual meeting (see above); confirmed for October 27, 2:00pm @ TFL

#### ATTACHMENTS:

- Bylaws; final copy as approved, 8/11/19
- Spreadsheet, prototype membership fee structures (3 pages)
- Memorandum of Understanding; Draft/specimen; [8/11/19]
- Updated Board email/contact mailing list

ADJOURNMENT: Meeting adjourned, 2:25pm

SUBMITTED BY / DATE: Rob Reno, 8/16/2019



Tucker Free Library  
2018 NHLTA Library of the Year  
31 Western Avenue  
PO Box 688  
Henniker, NH 03242  
(603) 428-3471  
www.tuckerfreelibrary.org

# Memorandum of Understanding

Agreement between the Friends of Tucker Free Library and Trustees of Tucker Free Library

The following will constitute an operating agreement between the Friends of Tucker Free Library (FTFL) and the Trustees of Tucker Free Library (TFL). It will stand until and unless it is modified by mutual agreement of the FTFL and TFL. The mission of the Friends of the Tucker Free Library is to provide a public organization for the purpose of enhancing the Tucker Free Library's goal of providing the residents of Henniker with a center for information that stimulates the knowledge, culture and pure enjoyment of reading and learning. Upon reaching the status of a non-profit, 501(c)(3) organization, however, it shall be a legally distinct entity and is not a part of the Library.

**TFL agrees** to include the FTFL in the long-term planning process to ensure that the Friends are aware of the goals and direction of the Library.

**TFL agrees** to share with the FTFL the library's strategic initiatives at the beginning of each fiscal year and discuss with the Friends how their resources and support might help forward these initiatives.

**TFL agrees** to supply the FTFL with a "wish list" each year that indicates the anticipated needs for Friends support.

**TFL agrees** to provide the FTFL with staff support to assist them with the development of newsletter, mass mailings, meeting coordination, and Friends promotional materials.

**TFL agrees** to provide public space for FTFL membership brochures and promotional materials.

**TFL agrees** to provide the FTFL with any storage, meeting space, or office needs.

**FTFL agree** to publicly support the TFL and its policies.

**FTFL agree** to include a member from the library's administration as a non-voting presence at all Friends' meetings and to allow room on the agenda for a library report.

**FTFL agree** that any and all net monies raised will be spent exclusively for library programs, services and other defined needs unless otherwise agreed to by both.

**FTFL agree** that library administration has the final say in accepting or declining any and all gifts made to the library.

**FTFL agree** to engage in advocacy efforts on behalf of the Library under the guidance of TFL and the library's Board of Trustees.

**FTFL agree** that if they cease to actively fundraise and promote TFL, they will disband, allowing for a new FTFL group to be established in the future.

In regards to the following procedural practices:

***Finances***

All funds of the FTFL shall be deposited in a separate account and shall be disbursed by the FTFL according to its by-laws. Funding requests to the FTFL shall be made by the TFL Director on behalf of the Board of Trustees.

***Meetings***

The Chair of the FTFL will be welcome to attend meetings of the TFL Board that are open to the public pursuant to the rules governing public and non-public meetings (RSA 91-A:3).

The library director will serve as an ex-officio, non-voting member of the Friends' Board and will attend FTFL meetings. A member of the TFL Board is invited to attend all meetings of the FTFL Board.

***Membership***

All members of TFL are strongly encourage to be members of the FTFL but shall not hold office or serve on the FTFL Board while affiliated with TFL as a trustee or staff member.

FTFL shall share their membership list with the TFL.

***Support and Supplies***

TFL will provide storage space for the supplies and archives of the FTFL. The FTFL are responsible for maintaining their archives.

FTFL provide most of the clerical support for their activities: mailing agenda and minutes, processing membership applications, maintaining files, etc.

FTFL are welcome to use the photocopy machine for FTFL business. Other than photocopies, the FTFL provide their own supplies, paper goods and refreshments, any and all of which can be paid for by funds raised by the FTFL.

***Fundraising***

Fundraising efforts of the FTFL are directed at funding current programs and projects of the TFL.

Fundraising efforts of the TFL Board are focused on the long-range goals of the TFL.

***Advocacy***

The FTFL support TFL Board goals, policies, municipal budget requests and initiatives.

Friends of Tucker Free Library voted to adopt agreement on:  
Tucker Free Library Board of Trustees voted to adopt agreement on:

## WORKING TOGETHER: DIRECTOR-TRUSTEES-FRIENDS

Responsibilities of	Library Director	Trustees	Friends
<b>General Administrative</b>	Administer daily operation of the library including personnel, collection development, fiscal, physical plant and programmatic functions. Act as technical advisor to the board and ensure staff representation at all friends' board meetings.	Recruit and employ a qualified library director; maintain an ongoing performance appraisal process for the director.	Support quality library service in the community through fund raising, volunteerism and serving as advocates for the library's program.
<b>Policy</b>	Apprise board of need for new policies, as well as policy revisions; implement the policies of the library as adopted by the board; keep friends apprised of all library policies.	Identify and adopt written policies to govern the operation and program of the library including personnel, general operating, and collection development policies.	Support the policies of the library as adopted by the library board; adopt a constitution and bylaws for the friends.
<b>Planning</b>	Coordinate and implement long range planning process with board, friends, staff and community. Long range plan coordination will include preparation of appropriate status reports.	Ensure that the library has a long range planning process with implementation and evaluation components. The process should include input from friends, community and staff. Support the librarian, staff and friends in carrying out the library's program.	Provide input into the library's long range planning process and remain knowledgeable as to the status of the plan.
<b>Marketing</b>	Coordinate and implement an ongoing marketing program.	Ensure that the library has an active marketing program.	Promote the library program to the public.
<b>Fiscal</b>	Prepare an annual budget for the library in consultation with the board and friends; present current report of expenditures against the budget at each board meeting; make the friends aware of the special financial needs of the library.	Secure adequate funds to carry out the library's program; assist in the preparation and presentation of the annual budget.	Conduct fund raising which complements the library's mission and provides funding for special library projects.
<b>Legislative</b>		Be familiar with local, state and federal library laws as well as pending library legislation.	Serve as advocates for local, state and national library issues; represent the library program to legislators.
<b>Meetings</b>	Provide written reports at and participate in all board and friends meetings; ensure that there is a staff liaison to the friends.	Attend and participate in all board meetings and see that accurate records are kept on file at the library; comply with Freedom of Information regulations; appoint a liaison to the friends' board to attend their meetings.	Maintain a liaison to the board of trustees to attend all their meetings. Executive board members should attend and participate in all friends' executive board meetings.
<b>Networking</b>	Affiliate with state and national professional organizations and attend professional meetings and workshops. Make use of the services and consultants of the State Library, Regional and National Friends Associations.	Attend regional, state, and national trustee meetings and workshops, and affiliate with the appropriate organizations. Make use of the services of the State Library, Regional and National Friends Associations.	Affiliate with state and national friends' organizations and attend their meetings and workshops. Make use of the services and consultants of the State Library, Regional and National Friends Associations.

## **Appendix B**

### **Sample Memorandum of Understanding Between Friends and Libraries**

The following will constitute an operating agreement between the Friends of the Anytown Public Library (Friends) and the Anytown Public Library (Library). It will stand until and unless it is modified by mutual agreement of the Friends executive board and the Anytown Public Library administration. The Friends mission is to raise money and public awareness in the community to support the services and programs of the Library. As a non-profit, 501(c)(3) organization, however, it is a legally distinct entity and is not a part of the Library.

**The Library** agrees to include the Friends in the long-term planning process to ensure that the Friends are aware of the goals and direction of the Library.

**The Library** agrees to share with the Friends the library's strategic initiatives at the beginning of each fiscal year and discuss with Friends how their resources and support might help forward these initiatives.

**The Library** agrees to supply the Friends with a "wishlist" each year that indicates the anticipated needs for Friends support.

**The Library** agrees to provide the Friends with staff support to assist them with development of the newsletter, mass mailings, meeting coordination, and Friends promotional materials.

**The Library** agrees to provide public space for Friends membership brochures and promotional materials.

**The Library** agrees to provide the Friends with space in the Library for book storage and sorting, book sales, and office needs.

**The Friends** agree to publicly support the Library and its policies.

**The Friends** agree to include a member from the library's administration as a non-voting presence at all Friends' meetings and to allow room on the agenda for a library report.

**The Friends** agree that any and all monies raised will be spent exclusively for library programs, services, and other Library defined needs unless otherwise agreed to by both the Friends and the Library.

**The Friends** agree that the library administration has the final say in accepting or declining any and all gifts made to the library.

**The Friends** agree to engage in advocacy efforts on behalf of the Library under the guidance of the Library and the Library's Board of Trustees.

**The Friends** agree that if they cease to actively fundraise and promote the Library, they will disband, allowing for a new Friends group to be established in the future.



DESCRIPTOR USED	MERRIMACK	JAFFREY	KEENE	DERRY	HOLLIS	MEREDITH	KENSINGTON
STUDENT	10			3			
SENIOR	10			3	15		
INDIVIDUAL	15			5	25	15	
FAMILY				10	35	25	5
LIFETIME							
CORPORATE							
HOUSEHOLD	25						
BUSINESS				100	50	50	
BENEFACTOR					100		
DONATION	\$			\$			
FRIEND		15					
PATRON					50		
OTHER							
SUPPORTING MEMBER				25			
WORKING MEMBER							
MONETARY CONTRIBUTION							
TEEN (+5 SERVICE HOURS)							
DONOR	50						
LITERARY SPONSOR			\$1-50				
LITERARY MENTOR			51-100				
LITERARY BENEFACTOR			101-250				
LITERARY PATRON			251-500				
LITERARY GUARDIAN			501 +				
SPONSOR							
LITERARY LION							
CONTRIBUTING							
JR MEMBER							
BFF (LIFETIME)							
SILVER							
GOLD							
SUSTAINING							
BASIC							
PAPERBACK							
HARDCOVER							
BOOKWORM							
LITERARY CRITC							
LITERARY LEADER							



DESCRIPTOR USED	RYE	HOPKINTON	GOODWIN	BARRINGTON	LEE	WILTON	HAMPSTEAD
STUDENT							
SENIOR			5		15	5	
INDIVIDUAL	10	10		5	20	10	5 & \$
FAMILY	25	20	20		30	25	
LIFETIME			150				50
CORPORATE							100
HOUSEHOLD							
BUSINESS			25			\$	25
BENEFACTOR	100			100			
DONATION				\$			
FRIEND			10				
PATRON							
OTHER							
SUPPORTING MEMBER							
WORKING MEMBER							
MONETARY CONTRIBUTION							
TEEN (+5 SERVICE HOURS)							
DONOR							
LITERARY SPONSOR							
LITERARY MENTOR							
LITERARY BENEFACTOR							
LITERARY PATRON							
LITERARY GUARDIAN							
SPONSOR	50			50			
LITERARY LION	100+						
CONTRIBUTING		30					
JR MEMBER			1	1			
BFF (LIFETIME)				200			
SILVER						50	
GOLD						100+	
SUSTAINING							
BASIC							
PAPERBACK							
HARDCOVER							
BOOKWORM							
LITERARY CRITC							
LITERARY LEADER							

DESCRIPTOR USED	WEEKS	PELHAM	RANDOLPH	WINDHAM	FREMONT	PETERBORO	TAMWORTH
STUDENT							
SENIOR				10			
INDIVIDUAL	10			25	10	5	
FAMILY	15			35	15		
LIFETIME	1000					100	
CORPORATE					25		
HOUSEHOLD							
BUSINESS		50					
BENEFACTOR				100			
DONATION							
FRIEND		10	10				
PATRON	100		50	50		25	
OTHER			\$		\$		\$
SUPPORTING MEMBER							
WORKING MEMBER							
MONETARY CONTRIBUTION							
TEEN (+5 SERVICE HOURS)							
DONOR							
LITERARY SPONSOR							
LITERARY MENTOR							
LITERARY BENEFACTOR							
LITERARY PATRON							
LITERARY GUARDIAN							
SPONSOR			25				
LITERARY LION							
CONTRIBUTING	25					10	
JR MEMBER							
BFF (LIFETIME)							
SILVER							
GOLD							
SUSTAINING	50						
BASIC							5
PAPERBACK							10
HARDCOVER							25
BOOKWORM							50
LITERARY CRITC							
LITERARY LEADER							

DESCRIPTOR USED	CANAAN	STRATHAM	MILFORD	GILFORD
STUDENT			10	10
SENIOR			10	10
INDIVIDUAL	5	10	15	15
FAMILY		25	25	
LIFETIME			150	
CORPORATE			250	
HOUSEHOLD				
BUSINESS	10			
BENEFACTOR		50		
DONATION				
FRIEND				
PATRON				
OTHER	\$			
SUPPORTING MEMBER				
WORKING MEMBER				
MONETARY CONTRIBUTION				
TEEN (+5 SERVICE HOURS)				
DONOR				
LITERARY SPONSOR				
LITERARY MENTOR				
LITERARY BENEFACTOR				
LITERARY PATRON				100
LITERARY GUARDIAN				
SPONSOR				
LITERARY LION				
CONTRIBUTING				
JR MEMBER				
BFF (LIFETIME)				
SILVER				
GOLD				
SUSTAINING				
BASIC				
PAPERBACK				
HARDCOVER				
BOOKWORM				25
LITERARY CRITC				50
LITERARY LEADER				150