

FRIENDS of TUCKER FREE LIBRARY

BOARD MEETING, MINUTES

Regular meeting; Sunday, February 9, 2020 12:00pm

ATTENDANCE:

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

REPORTS:

- LIBRARY REPORT/PUBLIC COMMENTS:
- Upcoming schedule discussed:
 - Trustees will interview 3 fund raising consultants, February 12 @ 5:00pm (FTFL board members invited)
 - Trustees, Accessibility & Expansion project review meeting (non-public session) March 3 @ 6:00pm
 - Public presentation of design development with SMP team; design development; March 3 @ 7:00pm
 - Town Meeting date: March 14
- Review of February 3 selectmen meeting
 - 3 TFL warrant articles slated for March 14 Town Meeting; strategy development in progress:
 - Operational budget: +/- 224,000
 - Design costs, through 60% CD's: +/- 109,000
 - Fund raising, not to exceed: \$30,000
- General process discussion; Lynn shared impressive accessibility video created by Denise; this initiated broad discussion on public relations and 'narrative building'; TFL likened to a growing organism, providing a matrix of public services crucial to Town culture and vibrancy; ongoing need to promote this narrative was recognized
- Library staff updates; Lynn shared updates on library staff, schedules, programs, activities
- SECRETARY'S REPORT:
 - Previous minutes; reviewed and accepted, subject to date adjustments and typo correction
- TREASURERS REPORT:
 - Ellen reported on current balance (865.10), recent deposit (355.00), pay pal protocol and ongoing receipt of membership dues (20+ members and growing), as well as emergent division of labor: "we're evolving"
 - Works in progress:
 - IRS 501-c-3 reporting; '990 renewal'; upcoming
 - NH/AG Charitable Trust Unit, Annual Report; due May 15; Ellen will prepare
 - NH/Secretary of State, Certificate of Good Standing; annual renewal; in the works
 - (was noted that a year passes so quickly)

OLD BUSINESS:

- DEVELOPING FRIENDS INITIATIVES:
 - General discussion: Lynn posed the archetypal question: “what does Friends’ membership get you?”
 - Potential programs and outreach opportunities reviewed; now that we have established (1) 501-c-3 infrastructure, and (2) membership armature, focus in the upcoming months can be turned to (3) programs and outreach, once we have passed the intermediate hurdle of Town Meeting on March 14

- ADMINISTRATIVE PROTOCOL:
 - Emergent utilization of the Google Doc’s format for purposes of documentation and communication was discussed; the groundwork is in place, but procedures and skills will need to be developed on ongoing basis
 - ‘Donor Policy’; (including by reference boilerplate ‘Donor Bill of Rights’); Voted to accept latest draft version as FTFL policy; *(finalized record copy(s) should be so titled and filed per evolving admin protocol)*
 - ‘Gift Acceptance Policy’; Voted to accept latest draft version as FTFL policy; *(finalized record copy should be so titled and filed per evolving admin protocol)*
 - ‘Memorandum of Understanding’ with TFL Trustees; current draft is agreeable to FTFL Board members; needs to be submitted to Trustees for their consideration, once Town Meeting has occurred

NEXT MEETING DATE(S):

- Next Regular Board Meeting: Sunday, March 8, 2020 [NOTE ‘daylight savings time’]

- Other/duly noted:
 - (Trustees meeting with fund raisers; February 12 @ 5:00pm; FTFL board invited)
 - (Trustees non-public meeting; March 3 @ 6:00pm)
 - (Public review meeting with SMP team; March 3 @ 7:00pm)
 - (Town meeting; March 14, 2020)

ADJOURNMENT: Meeting adjourned, 1:50pm

SUBMITTED BY / DATE: Rob Reno, 02/12/2020