

***FRIENDS of TUCKER FREE LIBRARY***  
BOARD MEETING, MINUTES  
***Regular [virtual] meeting; Saturday, February 13, 2021; 8:00am***

ATTENDANCE:

- PRESENT:
  - Board members present: Sylvia Lennox; Rob Reno; Mary Corsetti; Naomi Praul; Ellen Chase-Lucard
  - Others present: Lynn Piotrowicz, Library Director; Pat Ball, 'Friend'

CALL TO ORDER: 8:05am

REPORTS:

- LIBRARY/TRUSTEES REPORT (Lynn):
  - 2021 – budget, planning discussion:
  - Status is in the works; there have been protocol anomalies including proposed reduction in 2021 TFL budget, Trustees are working on it with Town, Budget Advisory Committee, deliberations in progress; discussed that it is a TFL Trustees' prerogative, but one in which the FTFL can have a contribution
  - Focus will be on (3 things): 'process, actions, results'
  - Possible group planning process involving FTFL in a TFL 'communications plan', consisting of advocacy products prior to Town Meeting:
    - Narrative 'voters' guide' (150 words)
    - TFL editorial (250 words)
    - TFL 'fact sheet' (for distribution)
  
- SECRETARY'S REPORT (Rob):
  - Previous minutes, January 30 meeting – accepted without exception.
  
- TREASURER'S REPORT (Ellen):
  - Further discussion on filling the vacant Treasurer's position;
    - Pat is not available, however is interested in helping out in general
    - None of the other possibilities previously discussed will be available as Treasurer either
    - Discussed and agreed, Naomi will write and forward draft of outreach letter for email distribution to FTFL members seeking applicant for position; issue will be on agenda for upcoming special meeting and next regular meeting
  
  - Ellen outlined ongoing Treasurer's tasks including annual reporting, to be completed within 2 weeks:
    - Federal reporting: 990EL forms
    - Annual report to State of NH, Charitable Trusts

- Bank business; Sylvia or Ellen will need to go to bank to add Naomi as signatory for FTFL business (and possibly the new Treasurer); this will require a [Zoom] 'special' Board meeting and Minutes officially authorizing the change in signatories for bank to process the change

#### OLD BUSINESS:

- NH HUMANITIES PROGRAM (Lynn)
  - Debrief on February 7 British Servant program; well attended and informative
    - Next, and last scheduled program, February 21; NH Rural Schools
  - Discussion based on success of these programs of option to host more spring sessions; agreed that Lynn (and Denise) will pursue possibility of lining up further programs for the month of March onwards, and report back on this
- MEMBERSHIP, 2021
  - 2021 dues notices have been sent; responses are coming in, both new memberships and renewal dues, as well as additional contributions; this is current and ongoing; membership roster and tracking format is work in progress
  - Repeat of raffle outreach program discussed and approved, similar to 2020; 6 weeks, one prize per week
    - Pat will procure (6) gift certificates, two from each of three local vendors discussed, whether donated or purchased, and submit requisition for reimbursement of net cost from FTFL account
  - Future member outreach opportunities discussed:
    - Personal outreach encouraged on the part of Board members (as well as staff)
    - Various 'swag options' discussed; Vista Print and other vendors discussed as source(s) for ideas
    - FTFL banner, as previously discussed (pending return of in person opportunities)

#### NEW BUSINESS:

- 'Administrative infrastructure'; goal for 2021 = revisit Google Drive and documentation protocol; ongoing process of development and practice(s); will remain on agenda for future meeting(s)
- Bylaws review; deferred until next meeting (Rob will send duplicate copy of 'revision notes' and duplicate copy of current Bylaws for prior review)
  - most questions are typos or minor housekeeping;
  - particular attention to [3.0] VOTING constituencies, and [4.0] TERMS of office

#### NEXT MEETING DATE(s):

- Next regular FTFL board meeting; Saturday, March 20, 2021 via Zoom; 8:00am
- (Special zoom meeting will be called ad hoc to review Treasurer search and officially authorize signatory change[s])

ADJOURNMENT: Meeting adjourned, 9:50am

SUBMITTED BY / DATE: Rob Reno, 2/24/2021