

FRIENDS OF THE CONWAY PUBLIC LIBRARY (to be approved)
BOARD MEETING
August 17, 2016

Present: (11) Anne Smith, Pat Hoffman, Janet Kucera, Dottie Blake, Eileen Brochu, Colleen Hill, Betty Parker, Mark Hounsell, and Tessa Narducci.

Community members, Cynthia Graham and Laura Buckner also were in attendance.

Cynthia was a human resource manager, and worked in healthcare, and was a second home owner.

Laura Buckner is doing free lance marketing. Laura was a second homeowner as well.

Anne Smith called the meeting to order at 3:45 pm.

Secretary's Report: Minutes from our July meeting were unanimously accepted.

Treasurer's Reports: (attached)

- Budget update. Hannaford shopping bag program contribution was \$75.00. Income has exceeded expenses.

- Budget report was unanimously accepted.

MOTION; Colleen made motion, which was seconded, to nominate Laura Buckner in position as secretary. The motion was unanimously accepted.

Library Report: Library staff is having a busy summer. Staff and patrons are learning our new library software. July was busy and statistics look good. There was good attendance at programs, especially Harry Potter. A new display area is being planned for the children's room.

Trustee Report:

- Trustee liaison, Mark reported that there were some organization changes. There were changes to Trustees By-Law, a Code of Ethics was accepted, and the Personnel Manual was revised.
- Work will begin on replacement of the library slate roof in September. Some Trustees were disappointed that roof will not be replaced exactly as original. The soldered seams may be replaced with standing seam, which may result in a more functional look. This is being researched, and the budget is not yet finalized.
- Trustees recognized staff pay scale is based on an old system. Recommendations are asked of David for the pay rates of staff "positions".

Old Business:

Raffle Baskets:

New idea from past years was the raffle baskets. Friends are planning on putting together one basket per month. Raffle for current two baskets will be drawn at annual meeting on September 21st.

ACTION POINT: Laura Buckner will put together the next basket. Monthly budget is \$25.00.

New Business:

Ralph Wiggan:

Friends will send a card to Brian, together with a donation.

MOTION: Colleen made a motion to donate \$100 to the Society for the Protection of NH Forests. Anne seconded the motion. The motion was unanimously accepted.

Janet and Betty are working on brief job descriptions to assist committee chairs.

Eileen visited the Corrections Institute (Prison) in Berlin. She delivered thirty boxes of donated books and had an interesting experience when the building went into lock down. All the books had to go through a metal detector. The librarian sent a thank you note.

Tessa suggested we donate books to Starting Point for children of all ages. Colleen suggest that 'book bags' similar to Believe in Books bags be created. Some sort of ready-made tote could be donated. Anne said Brian Smith at North Conway Jewelers collects items for Children's Serves, as well.

Membership: Pat reported that a \$250 annual membership donation was received from Penny and Tom Deans with a thoughtful letter of appreciation. She said membership renewal is going well.

Annual Meeting

ACTION POINTS: Betty will place membership ad in Conway Daily Sun. Betty will coordinate paper supplies. Janet will provide cold drinks.

Anne reviewed procedure for Annual Meeting. Everyone to arrive early. Please bring a snack. There will be a slate of officers for nomination

Meeting was adjourned at 4:50 pm

Respectfully submitted,

Betty Parker

Important Dates to Remember:

- FOL Annual Meeting: **September 21st -**
Music Program: "Songs of the Civil War" from the NH Humanities list,
and TWO Basket Raffle winners will be announced
- Program presenter on **October 12th** is Sister Bernadette from Mexico, Maine will talk about her experiences teaching in a Cree Indian School.