

**FRIENDS OF THE CONWAY PUBLIC LIBRARY**  
**Board Meeting**  
**January 18, 2017**

Present: (11) Shirley Young, Eileen Brochu, Tara McKenzie, Colleen Hill, Betty Parker, Marcia Cohl, David Smolen, Janet Kucera, Pat Hoffman, and Cindy Graham.

Absent: Carol Saunders, Dottie Blake, Anne Smith

Meeting called to order by Janet at 3:45pm.

**Secretary's Report:** Minutes from December meeting unanimously accepted.

**Treasurer's Report:**

Colleen suggested and the Friends agreed that next month there will be two separate accounts: Friends and Agnes Kimball. Each February, Friends will review the Vanguard accounts. 2017 Budget was updated. Colleen reported that Dave Caputo, our accountant, suggested a separate checkbook for One Book, One Valley. This checkbook is the Treasurer's responsibility. David stated that FOCL may not always be the fiscal agent, and stated that all income and expenses are somewhat equal, and between \$3,000 to \$5,000. There are numerous grants. Black Cap DFAC benefits One Book, and funds go in the FOCL One Book, One Valley account. Colleen will continue as Treasurer through February 2017. Treasurer's reports were unanimously accepted. Those present officially thanked Colleen for her time of service as Treasurer on the Friends Board.

**Librarian's Report:**

Budget presentation to the town budget committee in January went well. David explained that monies in Trustees' donation account could be transferred to FOCL, after a public meeting. Trustees' Operating Account pays for copier account and volunteer appreciation dinner. Colleen asked about trust accounts in the amount of \$247K, which is invested. Application for Historic Register will go to a meeting of National Historic Commission. Circulation is up 6% from 2015. A Moultonboro bookkeeper submitted her resume; all agreed she appears fully qualified. Discussion of hiring a bookkeeper to do our Treasurer's report followed. Colleen noted the position should require about 2 hours a month and the fee should be about \$25/hour. The Treasurer (Officer) position would still be needed to oversee the hired bookkeeper. Discussion to continue in February. Colleen will research the details of the bookkeeping position, follow up on two local bookkeepers, and provide a report next meeting.

**Old Business:**

Calendar of Events updated. Cindy reported the DFAC was changed from July 4 to July 6th as the Black Cap manager felt it would be a more profitable day.

**Youth Librarian's Report:**

Tara formally thanked FOCL for teen's booth.. It is used every day. Tara plans to place an order for teen games. Tara demonstrated a mouse trap powered car featured in an upcoming youth program.

**Trustee Report:** Trustee not in attendance. Trustee Liaison to Friends, Lucy Philbrick, absent.

**Old Business:**

The two FOCL NH Humanities programs were discussed. Shirley will schedule "A Walk back in Time, Cellar Holes" for the Annual Meeting in September. Shirley noted FOCL can have two programs by NH Humanities per year and CPL can have two programs per year. Board agreed to allow CPL/Tessa to choose and apply for the Friends' second program. Unanimously approved.

**New Business:**

Pat is researching placement of a bookshelf at Conway Pines.

Marcia reported that the newsletter timeline goes from June to June.

Janet asked us to be aware of publicity opportunities- all Friends sponsored events and purchases - and take photos to send to Marcia for Newsletter.

Meeting was adjourned at 4:50 pm by Janet. Unanimous vote.

Respectfully submitted,

Janet Kucera

**Important Dates to Remember:**

Next Meeting: February 15th, 2017 in the Red Room, upstairs  
Irish Folk Singer, Pat O'Brien: March 15th (Friends to sponsor)  
Photo of Friends for Newsletter: March Meeting