

# Friends Meeting Notes

April 13, 2022 4:03 – 5:23PM

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Attendance: Sheila M., Ed L., Penny K., Tom L., Wendy H., Cheryl L., Dawn M., Thomas, Lin G., Ann L., Alice, Christine B.

- **Adoption of Agenda** – approved
- **Review and Approval of Minutes** – first Cheryl, second Dawn, approved
- **Treasurer's Report**- from Tom L. -Checking \$12,711.05, Savings \$37,885.73. Sales Tax paid out \$128.45, Barr Fund paid out \$750. Income from membership \$199, donations, \$29.18, Book Sales \$62.95. Our contact at Community Bank, Christine, has suggested the Friends may be interested in using Elavon banking for donations. This generated some questions on how donations are directed, on fees charged, how would we promote service. Tom will get more info for next meeting. A copy of the book store sales will be placed in the book store. Report approved first Christine, second Thomas.
  - Discussion about Amazon Smile (a source of income). Is it possible to have a direct link to the wish list on the Library/Friends website? A concern was expressed that it can be confusing when shopping if credit is really going to the library. Different devices (iPad, phone, computer) connect differently so sometimes extra steps are needed to connect to Smile. From discussion shoppers have different levels of difficulty connecting. Penny stated she and Melanie will review. Sheila suggested clarification might be a newsletter item.
- **Membership Report** -Tom L. reported current total membership of 122, generating \$8,346. Tom clarified that the membership is a Jan - Dec year. Allowances are made for members that join late in the year.
- **NNYCF Campaign Report** Ann reported that the NNYCF endowment donations have exceeded the \$10,000 needed to receive the matching \$10,000. The balance is

\$25,264.75, as of March 31, range of contributions is from \$10 - \$2,500. The \$2,500 was matched by the contributor's employer. The Friends will donate in the future.

Members present were encouraged to continue to promote the campaign by word of mouth, sharing social media announcements or writing letters to the editor. Dawn shared a concern that donation acknowledgement letters seem to be slow to return from NNYCF, Penny agreed and asked Dawn to let her know if hers was not received soon. Penny will contact Max if needed. Dawn asked if we had designed campaign with various donation level labels, this was discussed in committee but not done in this campaign.

- **Correspondence** Tom L. had a brochure about the Canton Free Library available for review.
- **Old Business**
  - a. Bylaws review and adoption – tying corrections were made. Tom proposed acceptance and Cheryl second, approved. Next Step: Penny will apply the date and email to Board Members.
  - b. Bench Update – Two benches were purchased and delivered. There were assembly parts missing. One bench is completed and marked with a plaque honoring Cindy Lyons-Hart. This bench was installed on the porch. The second bench is waiting on parts.
  - c. LL Bean update- Ed thanked Karen Wright for her work on applying for a visit from the L L Bean Boot for this summer. She is waiting for a response.
  - d. ThriftBooks update – Wendy has made attempts to connect directly with the account manager at ThriftBooks but has not been successful. She has completed an application for an account. A component part of the application was an estimate of how many books we would deliver in a year. Wendy's estimate was 500-5000. The criteria of acceptable books seem reasonable, audio books and DVDs are accepted. There are still questions that will be answered when Wendy

makes a direct contact; clarify how to send books and shipment sizes. She is hoping we may be set up to ship books after our April book sale.

- e. Little Free Library- Wendy requested permission of the Friends to go forward with construction and installation of a Little Library at the farmer's market site. Permission was given. Mr. Carlisle will be reimbursed for construction and installation from Little Library grant money.
- f. Fundraising: Dawn spoke with Jim Reagan and Ruth Ann Barkley about having the Key Club members sponsor a fundraising for the library. The Key Club will assist in any fundraising event the library organizes.
- g. Penny is still planning to establish a bottle return account for the Library at Perry's redemption.
- h. Tom L. passed the schedule for the April book sale for members present to volunteer to work.

- **Trustee Report-** The Library Board presented a request for the resignation of a current trustee. The request outlined areas where the trustee failed to meet the expected behavior of a board member. Jamey Amo honored the request and resigned April 6<sup>th</sup>. The board approved Connie Jenkins as a trustee, term completion in Dec 2023. Mark Demers is a new board member appointed by the Mayor to a 2 year term. There is one open position on the board. A nomination committee was assigned, Cheryl Ladoceur and Barb McDonough. The board approved closing the Library on Monday June 20, 2022 in recognition of the Federal Holiday of Juneteenth (June 19<sup>th</sup>).

- **New Business**

- Conflict of Interest Policy – A Conflict of Interest statement has been approved as part of by-laws. Discussion occurred on the next steps such as a policy of how to deal with conflicts, how to document acceptance, a need for a policy from executive board, and do we need to do more than by-laws. Agreement made was

to list a review in next month's agenda as old business and document acceptance in that way.

- Library Advocacy and Accountability – Cheryl L. and Ed L. met to develop ideas to be true advocates for the library and accountable to the community. Currently use of social medias and newspapers. Ed and Cheryl are looking for additional ideas. A considered idea of recording the reading of children's books would be copyright infringement. Discussed reading public domain books but not a great selection of children's books. Also desire to identify the services our community likes or wants. A community survey is included in the strategic plan and will be completed by the end of 2022. Other area libraries have posted their survey questions. Wendy is aware of a friend who has an interest and background related to information/surveys. Wendy will ask her to contact Penny about survey. Penny stated the survey is usually designed to be short, 5-8 questions and questions will be developed with input from the friends.
- Games in the Park 6/4/22 – This was approved as an addition to the calendar. It is also National Croquet Day. A committee/group will be developed to organize and advertise.
- Return of the Book Club Convention – It was agreed to schedule the convention for Sept 24, 2022. This is a gathering of all book clubs in St. Lawrence County. Previous documentation on format and procedures is at the library.
- Presentation made to Cindy Lyons-Hart for her volunteer service to the OPL, the Friends and the book store. Cindy was presented a collage of pictures from Penny and a porch bench was dedicated to her. Ed thanked her for her many contributions to the Friends. Cheryl stated she was eternally grateful for the support and many contributions Cindy made to the Friends.
- **Calendar update:** Two additions as above. Calendar will be posted to website.
- **Funding Requests –**

-Tom L. submitted an accounting of expenses related to publishing and mailing Friends Membership Reminders and Newsletter for reimbursement, \$963. Ed proposed, Christine seconded and approved.

-Dorian request for \$100 for odds and ends for crafts and summer program. Tom requested to come from Barr fund, second Sheila, approved.

-Penny request for \$150 to reimburse for cookies provided for Library week. First Tom, second Sheila, approved.

- **Adjourn** – 5:23pm; first Tom, second Wendy
- **Next Meeting** May 11, 2022

Respectfully submitted,

Ann Lesperance