

**Friends of the Lucy Robbins Welles Library, Inc.**

**Advisory Board Meeting Minutes**

**April 13, 2011**

**In Attendance**

**Executive Board:** Natalie Harbeson(President), Brian Wood(Vice President), Marcia Montgomery (Secretary), Mary Wood(Treasurer)

**Advisory Board:** Kaye Burke, Jo Ann Cromwell, Carol Jordan, Ann Marino, Mary Jane Michaels, Regina O'Connell, Belinda Santos, Michelle Tine, Dori Womer

**Library Officials:** Donna Miller(Library Director), Lisa Masten (Assistant- Director)

**Absent:** Phil Desjardins, Andrew Kerantzas, Christy McDonald, Anne Sousa, Maraidh Thomson, Anita Wilson, Sue Wright

The meeting was called to order at 7:07 p.m. by President, Natalie Harbeson. Natalie introduced the new Library Director, Donna Miller. We all introduced ourselves.

The minutes from the March 16, 2011 meeting were accepted as amended.

The Treasurer's report was accepted as presented.

**PRESIDENT'S REPORT** – Natalie reviewed the upcoming events.

i)

- a. We should be purchasing tickets for the Golden Gala.
- b. On April 20<sup>th</sup> we will do treats for the Library staff for the 9:30 a.m and 3 p.m. meetings
- c. A reminder that the Book Sale is at the end of April.
- d. The 5K Race is on Sunday May 15<sup>th</sup> this year.
- e. The Annual Meeting is set for June 1<sup>st</sup>.

ii)

- a. FOCL Boot Camp on April 9, 2011 at the University of Hartford was a fun day.

iii)

- a. We received a "Thank You" note for participating in the Business Showcase.

**VICE PRESIDENT'S REPORT – Brian Wood** The Library Board meeting was on April 11, 2011. Brian reported that the town will be incorporating the two parking lots, the one for the Town Hall and the one for the Library. It will also be made a One Way.

**LIBRARY DIRECTOR'S REPORT – Donna Miller** complimented the Friends on our booth at the Business Showcase.

April 10 – 16<sup>th</sup> is National Library Week.

The Town Council voted to accept the budget. The Library budget was cut by about \$7,000.00.

**ASSISTANT DIRECTOR'S REPORT –Lisa Masten - Snapshot Day – April 13, 2011** “one day in the life of Connecticut Libraries.

The parking lot construction will begin after May 2<sup>nd</sup>.

The Library has a Notary Public on staff.

#### **OLD BUSINESS –**

- a) Website –
- b) The “Welcome Gift” for the Director was delivered.
- c) Entertainment Coupon Book Fundraiser- costs \$10.00 and we would get about half. Consensus – Too many groups in town already doing this.

#### **NEW BUSINESS –**

- a) Regina brought up the idea of a “Bakeless Bake Sale” People would be asked to donate a dollar instead of baking for a bake sale. It was mentioned that it’s been done asking for a donation of the amount of money they would’ve spent on baking something for the sale. A motion was made and seconded to pursue this with a flyer to all members in January or February.
- b) Friend of the Year Nomination Forms are available. We need to get our nominations in.
- c) Treats for the Library Staff on April 20<sup>th</sup>. Carol Jordan volunteered to take care of this.
- d) Since the Annual Meeting is on June 1<sup>st</sup> and the Gala is the 18<sup>th</sup>, there will be no regular meeting on the 8<sup>th</sup>.
- e) Extravaganza – Are we doing anything for the event? Maybe sell Anniversary items. Lisa will check in with Parks and Recreation for the application.

#### **COMMITTEE REPORTS**

**FINANCE –** No report.

**MEMBERSHIP –** Ann reported that after the Book Sale we will really start promoting the Website. Maybe work with the Finance Committee concerning Paypal. The Gala will also need some kind of credit card.

**BOOK SALE –**

- a) Ann reported there is a Steering Committee meeting and packing day on April 16<sup>th</sup>. If we need another packing day we will also do Sunday the 17<sup>th</sup>.
- b) The billboard sign is at Signs Now being updated.
- c) Ads are in the Town Crier, I Towns and Korky Vann.

**NOMINATING COMMITTEE –** Only one person has not returned their form.

**COMMUNICATION –**

**MAILING –** JoAnn Cromwell reported that on Saturday January 29<sup>th</sup> 765 newsletters were sent out. There were 4 separate mailings in March.

**WEBSITE**

**EVENTS**

- a) Memorial Day Parade – Natalie asked if anyone wanted to ride on the float and no one does so she will not pursue finding a float. The Friends will just march.
- b) Business Showcase Report – Brian reported that it went very well. Many pamphlets were handed out. Carol suggested that having a giveaway would be good and maybe we should look into inexpensive pens.
- c) Bus Trips – There is a bus trip scheduled for Saturday, April 16<sup>th</sup>. Fifty-two people have signed up. There is one set for July 23<sup>rd</sup> to Newport, Rhode Island. It will cost \$25.00.
- d) 5K Race – Sunday, May 15<sup>th</sup>. We will supply the water. Regina will set up a table to sell tickets to the Gala and have Friends information available.
- e) Best Friends Reception – June 1<sup>st</sup> from 6-6:45 p.m. Annual Meeting to follow at 7 p.m. in the Community Room. No speaker this year. We will introduce our Website.

**FUNDRAISING**

- a.) Friends' Corner – No report

**ADVOCACY COMMITTEE –** No report

**ADOPT-A-SHELF –** No report

**FOCL/ALTAFF –** FOCL will sponsor the first annual Connecticut Book Festival on May 21<sup>st</sup> and 22<sup>nd</sup> at the University of Connecticut, Greater Hartford Campus.

The meeting was adjourned at 8:43 p.m.

Respectfully Submitted,

Marcia Montgomery

Secretary

