

Friends of the Lucy Robbins Welles Library, Inc.

Advisory Board Meeting Minutes

Wednesday, December 14, 2011

In Attendance:

Executive Board: Natalie Harbeson (President), Mary Wood (Secretary), Brian Wood (Treasurer)

Advisory Board: Ann Marino, Regina O'Connell, Belinda Santos, Michele Tine, Kaye Burke, Marcia Montgomery, Anita Wilson

Library Officials Present: Donna Miller (Library Director)

Library Board Liaison: Sue Wright

Absent: Christy McDonald (Vice President), Lisa Masten (Assistant Library Director), Dori Womer, Phil DesJardins, Carol Jordan, Maraidh Thomson

The meeting was called to order at 7:03 PM by President Natalie Harbeson.

Secretary's Report: Passed with addition that Marcia Montgomery was in attendance at the November 9, 2011 Meeting.

Treasurer's Report: Brian is completing the adjustment to the inventory. The Treasurer's Report was approved as presented.

Presidents Report:

Received invitation to UNICO event - \$50.00 per person

Department of Human Services retirement reception for Ken Freidenberg on January 10, 2012.

Review of Calendar of Events

Business Showcase: March 10, 2012

Wine and Cheese Social: January 27, 2012

Vice-President's Report:

Race Committee Meetings will be beginning January 2012

The new members of the Library Board are being voted in.

One of Anna Eddy's first orders as President of the Library Board was to tell everyone on the Board that they should be a Friend of the Library.

They will be joining ACLB.

Library Director's Report:

There has been a preliminary budget meeting

The repairs of the leaks in the roof and the skylight are going to be put in as Capital Building Requests. They are also being put in the bundle of repair requests for other town buildings such as the Senior Center and Town Hall.

Skylight repair will cost \$40,000.00

Replace the security system- It is 23 years old. It will take three years to put in place the new RFID system.

0% Budget Increase

0.39% increase/lower that half a percent- The Library is cutting out all the fat!

Dollar amounts were switched about from different items in the budget. Some former items were left with a lot less money. These funds were added to items that need more funding and others were created. Two new budget items that were added were: Non-fiction DVDs \$3,000.00 and Downloadable E-Books \$6,000.00

The Library gave up their town car- they will be putting the money allocated for it into mileage reimbursement for staff.

Book bins- \$328.00 for two hunter green basket trucks with a 600 lb weight capacity/per each. To be charged as a book sale expense.

Marcia Montgomery made a motion to purchase the bins. Kaye Burke seconded the motion.

Motion passed unanimously.

Assistant Director's Report: Technology night series is moving along and quite popular.

Working on getting the electronic sign working.

Old Business:

Resignation Letter: Christy McDonald resigned as Vice-President. Liaison to Library Board to be members of the Executive Board. Nominating Committee to consider new Vice President candidates.

It was discussed to send a card to Christy McDonald thanking her for her service to the Friends.

Book Plates: \$375/5,000 plates to be purchased from Pronto Printer.

Social Media Policy: No report

COMMITTEE REPORTS:

Finance: Brian Wood- No report

Membership: Gifts go out in January. The Membership Committee is considering a restructure of the gifts. They will present a list of their suggestions at the January 2012 meeting.

Working on clearing up the membership list/data base to make it more current. They are also reexamining the current membership rates.

Book Sale: \$11,500 Net sales.

Issues: Expenses have gone up on items like food, advertising. Pricing and admission: examining rates

Signage: Outside and Directional to the sale

Anita Wilson volunteered to oversee signage for the Spring 2012 sale.

Nominating: No report

Communication: No report

Wine and Cheese Social 2012: date is January 27, 2012. Newington High School Jazz Combo or String Quartet being considered for entertainment. Pulling items for baskets for Tea Cup Auction. Publicity will be done to advertize the event.

The meeting adjourned at 8:50 PM.

Respectfully Submitted,

Mary L. Wood, Secretary