

# Minutes of the Friends of the Hampton Falls Free Library

**Date:** Wednesday Oct 4, 2023; Called to order at 6:37 pm.

**Present:** Nancy Axelson, Susi Burke, Amy Dorgan, Leah Knowlton, Joanna Meighan, Donna Onacki, Deborah Regan, Jane Shanahan, Jean Storer, Judy Wilson

## **Discussed:**

### 1. September Minutes

Jane motioned to approve the September 2023 Minutes with the changes discussed to add a note about the eighty plus books distributed during the Braiding Sweetwater event; Motion passed with all in favor.

### 2. Treasurer's report

- a. Alisha was not available for this meeting.
- b. Last month's balance: \$52,673.46

### 3. New Business

#### a. Dues & memberships

- i. **The current Bylaws state that each member paying dues has one vote.**
- ii. Amy motioned to approve \$10 dues for each voting membership and Judy seconded. Motion passed with all in favor. Donna recorded all dues paying members. \$80 collected, all 8 friends in attendance are members.

#### b. Robert's Rules

- i. Susi made a motion that we will adopt a simplified, friendly, version of Robert's Rules. Motion passed with all in favor. The Bylaws will be changed to say, "The Friends shall adopt and publish orders of proceedings with guidance from Robert's Rules of Order."

#### c. Appointments of Roles

##### i. Liaison to the Trustees

1. Required currently in the by-laws, this wording will be changed to be an appointment as needed.
2. Library Trustee meeting is generally at 4 pm on a Thursday but 3pm in Nov/Dec/Jan.
3. There was discussion about the importance of this role to improve communication, so the Library Director doesn't have to be the liaison between the two groups.
4. Technically there is supposed to be a Trustee that is a member of the Friends as well.
5. Amy will go to the next meeting and talk to the Trustees about what frequency makes sense.
6. We will need more coordination with the Trustees when it comes to the Strategic Planning for the library.
7. There was discussion about the importance of being clear on our mission and our budget and what we think the Friends should fund.

##### ii. Historian/Membership Coordinator

1. There was discussion about combining the roles of Historian and Membership Coordinator and calling the new role Community Outreach.

2. We will strike the description from the by-laws for the Community Outreach role but add this role as a suggested one.
  3. Some ideas for what this role could entail:
    - a. Taking pictures at events, keeping information about programs and tracking what is successful.
    - b. Keeping track of where we've been, how we grew, what information we present to the public like brochures.
    - c. Creating an Infographic to show the impact we have.
    - d. Creating a Shutterfly book with Highlights for the year.
    - e. Creating a slide show for the town meeting.
  - d. Amy uploaded all the information she could find including all minutes and official paperwork like the Bylaws and the 501(c)(3) application to the new google drive.
  - e. Donna requested that we share any photos we have from library so they can be uploaded to the Friends drive.
  - f. Change the section of the Bylaws that requires posting meetings **at the library** to change it to just say posted **publicly**.
  - g. Review / Amend Bylaws
    - i. Susi made a motion to approve the changes to the Bylaws as they were emailed to us and then amended further with the changes stated in these minutes.
    - ii. Motion passed with all in favor.
4. Director's Report - Joanna
- a. Book Sale
    - i. Close to \$2,000 was raised between the bake sale (over \$275) and the book sales.
    - ii. Nancy and some of the Trustees scanned books to see which would be accepted by Better World Books. These have been saved from the recyclers and could possibly make some additional money.
  - b. Pollinator Program
    - i. 27 people attended.
    - ii. The program was very well received so much so that it ran long.
  - c. Upcoming programs
    - i. Imperial Fabergé Eggs, Nov 15<sup>th</sup>
    - ii. Make your own Egg Craft Program, Nov 18<sup>th</sup>
    - iii. Gravestone Girls program
      1. This will be held on Oct 18<sup>th</sup> at 6:30 pm.
      2. The Cemetery Trustees have collaborated on this.
      3. The program will discuss how to do gravestone rubbings.
      4. The Fire Department will light up the graveyard after program so people can do rubbings.
      5. No refreshments needed.
    - iv. Not so YA Book Club
      1. Egg and Spoon by Gregory Maguire
      2. Sat, Nov 4<sup>th</sup>
    - v. Book Club
      1. Need info
  - d. 14 museum passes went out last month.
5. Other Business/Budget Increase
- a. A larger budget is needed to cover expenses to support increase in pay and materials.
  - b. The library staff will need support for this especially at the deliberative session.

- c. There will need to be an educational component, so people understand why this is needed.
  - d. An infographic with impact stats of the Library could be useful.
- 6. Youth Programming – Leah
  - a. At the next meeting, she may request for money for Santa program.
  - b. There were 32 youth programs in September.
- 7. Little Free Library Sign Ups
  - [Friends of the HF Library: Stock Little Free Library \(signupgenius.com\)](https://signupgenius.com)
  - a. Need signups for December.

**ACTION ITEMS:**

- **All:** Send photos of past events to Donna
- **Amy:** Distribute an updated copy of the Bylaws to everyone so we can review the amendments.

**Meeting adjourned:** Amy made a motion to adjourn at 8:08. All were in favor.

**Next meeting:** November 1, 2023, at 6:30 pm

Respectfully submitted,  
Susi Burke, Secretary