

Friends of the Lucy Robbins Welles Library, Inc.

Advisory Board Meeting Minutes

Wednesday, September 14, 2011

In Attendance:

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

Advisory Board: Phil Des Jardins, Mary Jane Michaels, Dori Wormer, Ann Marino, Regina O'Connell, Michelle Tine, Belinda Santos, Maraidh Thomson, Kaye Burke

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

Absent: Anita Wilson, Carol Jordan and Marcia Montgomery

The meeting was called to order at 7:00 PM by President Natalie Harbeson.

Secretary's Report: The minutes of the May 11, 2011 meeting were approved.

Treasurer's Report: The Budget was presented. In the midst of the presentation, the Treasurer discovered the incorrect budget was distributed. The correct finalized FY 2011-2012 budget will be e-mailed to all Advisory Board members. The Treasurer's Report was approved.

Presidents Report:

Upcoming Events: The Calendar of Upcoming Events was reviewed.

Waterfall Festival- September 24, 2011: 10:00 AM - 5:00 PM in the Municipal Parking Lot in the Center of Newington. There will be a Carnival the Night Before. Volunteers needed to work at the Friends' booth.

We Love Lucy- October 15, 2011: There will be an Information Fair and an Ice Cream Social. More information to follow.

Friend of Connecticut Libraries Conference- November 5, 2011 at CCSU in New Britain, CT. The conference will be held from 9:30 AM - 5:00 PM. Registration Fee is \$25.00/per person. Due by October 28. There will be a buffet lunch .

Presentations: Kate Halloran- Do Friends Need Insurance?

How Do We Define and Achieve Our Goals?

Trends and Friends Fundraising

The Friends received a letter from Human Services to help those in need. This does not follow our by-laws. If we choose to do something as individuals, personally, that is okay.

FOCL and ALTAFF newsletters were passed about to the Advisory Board to be perused.

Fiscal Year Theme 2011-2012: Membership and Communication

The 50th Anniversary Committee received a Plaque of Appreciation from the Library Board on September 12, 2011, at their Annual Meeting.

Vice-President's Report: The Library Board Voted in their slate of officers for the 2011-2012 Fiscal Year.

Library Director's Report: The Friends were honored at the Library Board Annual Meeting.

The Flower Budget was removed to make funds available for library programs. Silk arrangements have been suggested to take place of the fresh flowers.

The Library sign will be repaired.

The Wish List will be presented to the Advisory Board in October.

The new shutters, which are being stored in the shed, will be installed the week of September 18-24, 2011.

There is a new bike rack and a new fence near the sundial.

Assistant Director's Report:

Summer Reading Statistics

Children- 1100 registered on-line

Teens- participation was down a bit this year.

Adults- 652 highest number of participants ever

The library will be circulating colored Nooks.

The library will start doing e-mail blasts to inform patrons of announcements and other bits of important information.

New Business: The Media/Communications Committee was formed.

Members: Maraidh Thomson, Donna Miller, Anne Marino, Brian Wood. Natalie Harbeson, Ex-officio I

It was suggested that there be written Social Media Policy to be signed by Advisory Board members.

A sign was purchased for the 'We Love Lucy' event on October 15 in the amount of \$269.00 by Natalie Harbeson. There was a motion to pay the Pronto Printer invoice for the sign at the treasurer's discretion using the 50th Anniversary and Miscellaneous accounts.

Committees- the list to be sent by e-mail at a later date.

COMMITTEE REPORTS:

Finance: Brian Wood- No report

Membership: Ann Marino- 1200 Letters will be going out to members on 9/16 asking them to submit their e-mail addresses to the Friends. On September 30 the dues letters will be going out to members.

There will be a letter written with a strong statement stating that the cash and checks are still acceptable for payment of membership not just a credit card.

New Membership gifts will be decided upon by the members of the committee as the inventory of what we presently have in getting incredibly low.

Ann noted that the Annual Report has not been prepared and distributed to members since 2002.

Book Sale: The Fall Book Sale will be held November 18, 19 and 20.

There is no date set for a Steering Committee Meeting.

Small books have been added to the inventory of the On-Going book sale.

Items will be available for purchase at the Waterfall Festival.

The books are not being cleaned properly and some books are being kept that ought not to be. This matter will be dealt with by speaking to the volunteers/sorters letting them know what is and is not acceptable.

Christy McDonald's father-in-law will not be doing our signs for us this sale. The committee needs to find an alternative.

Mailing: The Footnotes was sent out but there was a problem with the Postal Service. The October mailing will be on the 20th. The Flyer for the Bakeless Bakesale will be ready for the January 2012 mailing.

50th Anniversary: Waterfall Festival and the We Love Lucy Ice Cream Social are coming up. The committee needs publicity for the event on October 15.

Bus Trips: There will be a bus trip to New York City on Saturday, September 17, 2011. July 23rd there was a bus trip to Newport, Rhode Island that generated a profit of \$430.00.

Other Business

National Friends of the Library Week- Friends will need to push membership that week.

Fund Raising- we need something to place the new Friends hats in to sell them.

Adopt-a-shelf: We need a volunteer to work with the library regarding this venture. Michelle Tine volunteered.

FOCL/FOLUSA: reported on earlier in the meeting under President's Report. See information regarding the conference on November 5, 2011.

The meeting adjourned at 8:52 PM.

Respectfully Submitted,

Mary L. Wood, Secretary