

**Publicity/Membership Committee**  
**May 2, 2023**



Present: C. Chatterton, S. Dellinger, J. Edley, A. Eusebio, J. Parke-Marriner, M. Stobart

1. Website reviewed for necessary modifications which will be completed by May 12.
2. Facebook welcome message will be updated May 12 to coincide with publication of press release. Other community groups with Facebook page will be liked to boost exposure to FOFPL site.
3. Online membership form reviewed. Morgan will complete modifications to the form. Member tracking spreadsheet also reviewed and modified. Donation tracking spreadsheet will be eliminated for the time being and membership donations added to the member tracking spreadsheet. Caroline will look into how to link Venmo payment to the online membership form and will work with Morgan and others to make that happen. Members will have the choice of signing up and paying through Venmo or downloading a PDF of the membership form and paying by mail or in person. Online memberships are designed to autofill to the member tracking spreadsheet. Others will be manually entered to the spreadsheet.
4. Final review of the brochure. Printing and folding will begin tomorrow. Board members will be requested to participate in distribution at the 5/3 meeting.
5. A table will be set up at the library to promote the Friends group. Caroline will provide dates at the 5/3 meeting and board members will be asked to sign for a time up to staff the table.
6. Member recognition - Persons signing up for membership online will receive an automated thank you message. For people signing up in person, the idea of printing off some buttons to give out was discussed. The idea of a member or volunteer spotlight feature on the website and Facebook page was suggested.

Minutes prepared by Jean Edley  
5/3/23