



**Board of Directors  
September 6, 2023**

**Board Members:** Caroline Chatterton, Sharon Dellinger, Jean Edley, Andrew Eusebio, Marjorie Julian, Carolyn Mosier, Jennifer Parke-Marriner, Morgan Stobart, Carol Teetsel, Janet Weldin

**General Members:** Sue Brown, Carole Farfaglia, Nancy Knaggs, Ginny Leotta, Kathy Sipling

1. The meeting was **called to order** by Sharon Dellinger at 5:01 PM. A quorum was present.
2. The **minutes of the 8/2/23 meeting** were reviewed. A motion to approve the minutes was made by Marjorie Julian, seconded by Carol Teetsel, and carried.
3. The **Treasurer's Report** was presented by Carol Teetsel. A motion to approve the report was made by Morgan Stobart, seconded by Andrew Eusebio, and carried.
4. Sharon Dellinger presented the **President's Report**:
  - She has obtained contact information for the chicken barbeque food vendor and is waiting to hear from the city events committee on the 2024 date for Big Truck Day, suggesting we combine the two events again, as that worked out well last year. Maria Fazzini and Kathy Sipling have offered to help with the event.
  - Press releases for the craft show went out this morning.
  - Thanks and appreciation extended to the Garden Committee for their efforts resulting in the beautiful library garden which has received a great deal of attention from the public.
  - Appreciation extended to our library for their open-mindedness with regard to material made available that are respectful and supportive of all people.
5. Caroline Chatterton presented the **Library Report**:
  - A successful summer reading program has just wrapped up.
  - The renovations to the community room are almost complete. A staff development day later this month will be devoted to reorganizing the space.
  - The access ramp to the building is under construction, funded by a NY Library Construction Aid grant.
  - Upcoming projects include renovations to the main floor of the building including new carpeting, library shelving, and installation of ductless mini-split air conditioners.
  - The grant for the historic marker was submitted and funds received. The marker has been ordered and may take a few months to receive. Thanks to Sue Brown for her suggestion to obtain the marker.
  - There are several upcoming events in October that could use help from the Friends including the Farmer's Market 9/23 and 10/14 from 8 AM-Noon, Fall Fest 10/7, a Library sponsored Halloween event 10/13, and Trunk or Treat 10/28/23.
6. The **PR/Membership Committee Report** was presented by Morgan Stobart, Andrew Eusebio and Jean Edley.
  - The committee met 8/14 and 8/25/23. The next meeting is scheduled for Wednesday, 9/13/23 at 5:00 PM at the Library.

- Wording was refined for the craft show and membership promotions.
- Craft show information has been posted on the Friends and Library web sites and will go on FaceBook in the next few days. Press releases have gone out. Donation forms are available at the library and online,
- Andrew has made changes to the website to clear up messaging regarding membership and volunteering, and to enhance the navigation experience.
- Andrew is working on drafting a social media policy for the Friends organization.
- Jean has drafted guidelines for a youth board member.
- Work is in process to develop board member bios for the web site and social media.

7. **Events Committee** – People volunteering or asked to be on the Events Committee include Carolyn Mosier, Marjorie Julian, Morgan Stobart, Janet Weldin, Sandra Denniston, Kathy Sipling, Maria Fazzini, Sharon Dellinger, Andrew Eusebio, Caroline Chatterton, and Jean Edley. The first meeting is scheduled for Wednesday, September 20, 2023 at 5:00 PM at the Library. A chair or co-chairs needs to be selected. There are several upcoming events to be addressed.

8. **Volunteer Self-Reporting** – The importance to the organization of collecting volunteer time data was emphasized and people asked to give it their attention. Reminders with the link to report their time will go out with the minutes. The Volunteer Self Report online form can be accessed any time by going to the Friends website at [www.fofpl.org](http://www.fofpl.org), clicking on the “Volunteer” tab, and then selecting “Log Hours” to complete the brief form. Persons who regularly need to record their time may want to create a shortcut to the website on their device.

9. Janet Weldin presented the **Garden Committee Report**: (thank you for the written copy!)
- Multiple attempts have been made to obtain a professional opinion about the best remedy to address the area in the garden where water, snow and ice come down from the roof, washing away the soil and splashing dirt on the building.
  - Options include laying garden fabric (already purchased) along the trench and then covering with #4 stone, brick, or slate stone. Brick and slate are available from the Weldin’s without charge. Precision Pavers has recommended stone as the best option. The Library was requested to cover the cost, which likely can happen. Janet will follow up.
  - The petunias in the urns will be changed out for mums for the fall season.
  - Plans need to be made regarding landscaping the area where the new ramp is being installed. Janet and Nancy Knaggs have begun considering what can be done and welcome input and suggestions. Once the ramp is completed, it will be easier to envision what will look good.
  - Janet requests that anyone considering donating plants for the garden go through her first to ascertain how they might integrate with the current landscaping design.

10. **Memorandum of Understanding** – The MOU between the Friends and the Library was approved by the Board of Trustees at their July meeting. Caroline Chatterton will get the required signatures on the document from Ellen Himes and Sharon Dellinger and email PDF copies to the appropriate parties. The MOU will also be posted on the Friends Google Drive.

11. **Craft Show Update** – Jean Edley reported that the PR is going out right now and that donation forms are available online and at the Library. It was emphasized that the most effective method to acquire donations is likely to be word of mouth and attendees were strongly urged to do what they can to facilitate that process. Responsibility for the craft show will be under the purview of the newly formed Events Committee.

12. **Financial Guidelines** – A draft copy of the guidelines was reviewed. There were two recommendations for changes:

- Use the Library’s policy for unsolicited donations in place of what is currently written. (Caroline will send a copy of that policy language to Jean.)
- Require two signatures for account withdrawals to protect the treasurer and the organization. (Carol Teetsel will check with the bank to see how to set this up).

The guidelines will be updated with the changes and brought back to the Board for review at the October meeting.

11. **Logo Tablecloth/Banner** – Andrew and Caroline checked with Upward Graphics regarding cost. A 6 foot tablecloth would cost \$350 and a banner \$150. There was a general consensus that the more affordable banner would serve our purposes. Jennifer Parke-Marriner did a quick online search and discovered significantly less expensive options. Decision made that Andrew Eusebio will explore what options are available from other sources and report back to board members via email. A request was made to pay special attention to the quality of the materials of the less expensive options compared to what is available through Upward Graphics. When a selection is agreed on, permission for the purchase will be made via email to board members. It is hoped to have a banner available for the upcoming events in October.

12. **Planning Committee** – Jean Edley reported the Planning Committee last met 7/27/23 and the annual goals and objectives were formally approved at the 8/2/23 Board Meeting. Data is being tracked in a spreadsheet on a monthly basis and copies of the July and August stats were distributed to attendees. The information is also available to board members on the Google Drive.

13. **Youth Board Member** – A draft of the requirements/guidelines and application for a youth board member were reviewed. Three additions were suggested: (1) the applicant must reside within the Fulton City School District, (2) the youth board member will be provided with documentation of their volunteer hours and (3) that the application and written statement may be submitted electronically to [info@fofpl.org](mailto:info@fofpl.org) with a subject line of “Youth Board Member Application.” It was suggested that we canvas for a youth board member through the librarian at the high school and also by the Friends doing their own PR/outreach. The youth board member does not necessarily need to be a GRB attendee. The matter was referred back to the PR/Membership Committee.

14. **RSVP** – There was a brief discussion regarding if and how the Friends might integrate with RSVP. The library is a host site, responsible for the oversight of one RSVP volunteer. The Friends is not currently a host site. Caroline will look into how there might be coordination with RSVP.

13. **Adjournment** - Motion to adjourn by Janet Weldin. Meeting adjourned at 6:23 PM. Next meeting is scheduled for Wednesday, October 4, 2023 at 5:00 PM at the Library. Please expect that the meeting will last up to 1 1/2 hours.

Minutes prepared by:  
Jean Edley, Secretary  
9/7/2023