

Board Of Directors
October 4, 2023



Present: Caroline Chatterton, Jean Edley, Andrew Eusebio, Carolyn Mosier, Morgan Stobart, Carol Teetsel, Janet Weldin

Regrets: Sharon Dellinger, Marjorie Julian, Jennifer Parke-Marriner

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

1. The meeting was **called to order** at 5:02 PM by Morgan Stobart. A quorum was present.
2. The **minutes of the 9/6/23 meeting** were reviewed. A **motion** to approve the minutes was made by Andrew Eusebio, seconded by Carolyn Mosier, and carried unanimously. Copies of all FOFPL Board meeting minutes are posted to the FOFPL web site and a Google drive folder shared to all Board members.
3. The **Treasurer's Report** was presented by Carol Teetsel. A copy of the report was distributed to all present. A **motion** to approve the report as submitted was made by Janet Weldin, seconded by Andrew Eusebio, and carried unanimously. All monthly treasurer's reports are posted to the Google drive with access by officers and library director. For oversight purposes, consideration should be given to granting access to treasurer's reports on the drive to all Board members.
4. The **President's Report** was presented by Morgan Stobart. Morgan attended the 9/25/23 Library Trustee's Meeting where she provided updates on the Friends activities including the formation of the Events Committee, the Youth Board Member initiative, and a monthly newsletter detailing upcoming events. The MOU between FOFPL and the Library has been signed and a PDF file of the signed agreement is available on the Google drive. The Library has the original paper copy.
5. The **Library Report** was presented by Caroline Chatterton.
 - Busy calendar of events for October including Maker Monday and Tai Chi. Full calendar may be found on the Library Website.
 - Goal of 50 new patrons during the September National Library Sign-up Month exceeded by almost double, with at least 90 new cardholder accounts established. A new patron won the accompanying promotional raffle.
 - The Library, with the support of FOFPL, participated in the 9/23/23 Farmer's Market and will be at the final market for the season on 10/14/23.
 - The new ramp access is nearing completion.
 - The amazing new mural in the Children's Room was completed this afternoon.
 - Director's reports to the Trustees can be found on the Library web site under the "About" tab. Click on "Trustees" and scroll down to "Library Director's Reports."
6. The **Publicity/Membership Committee Report** was presented by Morgan Stobart.
 - Andrew is still in the process of collecting board member bios. Reminders will be sent to those who still need to submit their information.
 - The development of a social media policy continues as a work in progress.

- Email promoting craft fair donations went out to all library patrons.
- The Library has installed a Wi-Fi extender for the Community Room which will enhance the experience when attending meetings via Zoom.
- An email went to all board members granting access to agendas and minutes posted on the Google drive.

7. The **Events Committee Report** was presented by Jean Edley.

- Committee met for the first time on 9/20/23.
- Committee scope and purpose identified as (a) to generate fundraising ideas and events, (b) to organize, promote, and implement FOFPL sponsored events, and (c) to support Library sponsored events in a variety of ways as requested.
- FOFPL sponsored events are the craft fair 11/18/23 and the chicken barbeque May 2024.
- Upcoming Library sponsored events supported by FOFPL include 10/7 Fall Fest, 10/13 Children's Halloween Party, 10/14 Farmer's Market, 10/28 Trunk or Treat, Pratt House Parade of Trees in November, Christmas Tree Lighting 12/2/23, Book Fest in June 2024, and ongoing book sales events.
- Bestow-a-Book initiative tabled until the next FOFPL fiscal year.
- A monthly newsletter to members will be generated by Sharon and Andrew detailing upcoming events and volunteer needs.
- A subgroup of the Events Committee is meeting 10/6 at 11 AM to work on the details for the craft show. The next full Events Committee is scheduled to meet 10/11/23 at 4:30 PM.

Caroline advised that set up for Fall Fest can happen Friday 10/6 between Noon until 6 PM. The Library table will be located inside either the War Memorial or the Ice Arena. Fall Fest runs 10/7 from 10 AM-4 PM. A schedule for volunteer and staff coverage has been finalized.

8. The **Garden Committee Report** was presented by Janet Weldin.

- Mums have been planted at the Library entrance. We need to keep them watered. Members asked to check on the plants when they visit the Library and to water them if the soil is dry. A watering can is located in the staff restroom along with a chart to make a notation of when you watered the plants.
- After investigating alternatives for stone in the back of the library garden to reduce the impact from roof water run-off, we were fortunate to have Don Austin, who is the contractor for the ramp, offer to put excess stone from the ramp project in the garden for us at no charge. Carolyn Mosier has offered to write him a thank you note on behalf of the Friends group.
- Janet checked with Megan Sollecito for advice on the beautiful calla lilies, which came up as a surprise this year, as they generally do not survive the winter unless the bulbs are taken up and replanted in the spring. The lilies must have been in the perfect location. Janet will remove some of the bulbs for the winter and leave some to see what happens.

9. The final draft of the **Financial Guidelines** was reviewed. The items with regard to donations were removed and will be considered in a separate policy in the future. Key Bank does not offer two signature verification on withdrawals and advised that the best protection against fraud and abuse is vigilant organizational oversight, which is the purpose of the guidelines.

A **motion** to approve the Financial Guidelines was made by Andrew Eusebio, seconded by Morgan Stobart, and carried by unanimous vote. A PDF of the signed copy of the guidelines will be posted on

the Google drive with copies emailed to the President, Treasurer, and Library Director. Original paper copy is currently maintained by the Secretary.

10. The **Youth Board Member Application** will be made public in the next few days at the Library and on the Library and Friends websites. A notice will be posted on the FPL and FOFPL Facebook pages. Caroline will provide applications and information to the GRB High School librarian and to the homeschool network. Applications will be made available at Fall Fest. Caroline and Morgan will interview prospective candidates, which will be reviewed by the PR/Membership Committee, who will then make a recommendation to the Board for appointment.

11. **Logo Banner** – Andrew is in the process of obtaining bids from local vendors, which should be available soon.

12. **RSVP** – Sue Brown provided a copy of the RSVP MOU agreement with host sites. Caroline will investigate how FOFPL, the FPL (currently a host site) and RSVP could potentially interface.

13. **Filing for Tax Exempt Status** - In response to a list of questions from FOFPL forwarded via email by Caroline, local attorney and long-time library supporter, Jerome Mirabito, has graciously offered to file for tax exempt status for FOFPL *pro bono* with FOFPL being responsible only for filing fees.

A **motion** to accept Jerome Mirabito's offer to file for 501(c)(3) tax exempt status was made by Morgan Stobart, seconded by Carolyn Mosier, and carried unanimously.

A **motion** to authorize up to \$500 for filing fees made by Morgan Stobart, seconded by Andrew Eusebio, and carried by unanimous vote.

FOFPL needs to develop and approve a "Conflict of Interest" Policy, a requirement by the IRS to obtain tax exempt status. Jean will draft a policy acceptable to attorney Mirabito for approval at the November Board meeting. All board and committee members will be required to sign the policy.

14. **Key Bank Business Credit Card vs. Debit Card** – Key Bank offers a free business credit card to non-profit organizations, without regard to tax exempt status. There can be separate cards for designated persons. Expense limits may be placed on each card. Ginny Leotta suggested we check with the bank to see if there is a charge for using our debit card as a debit as opposed to a credit. Jean will follow up with Key Bank to find out. The existing debit card on the FOFPL business checking account is currently in Jean's name. Decision to explore a change from a debit card to a business credit card tabled for consideration until the beginning of the next calendar year as there is not an urgent need to switch.

15. **Motion to Adjourn** by Morgan Stobart at 6:07 PM. Next meetings are scheduled for **11/1/23** and **12/6/23** at 5:00 PM at the Library. Suggestion made to include the dates for the next two meetings at the end of every set of minutes.

Minutes prepared by:
Jean Edley, Secretary
10/5/2023