

## Board and Committee Members November 1, 2023



**Present:** Sharon Dellinger, Jean Edley, Marjorie Julian, Jennifer Parke- Marriner, Carol Teetsel, Janet Weldin

**Regrets:** Caroline Chatterton, Andrew Eusebio, Carolyn Mosier, Morgan Stobart

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

1. The meeting was **called to order** at 5:02 PM by Sharon Dellinger. A quorum was present.
2. The **minutes of the 10/4/23 meeting** were reviewed. Marjorie Julian moved to approve the minutes as written. The motion was seconded by Carol Teetsel and carried unanimously.
3. Carol Teetsel presented the **Treasurer's Report**. A motion to approve the report was made by Marjorie Julian, seconded by Jennifer Parke-Marriner, and carried unanimously.
4. **President's Report** – Thank you letters have been prepared for the people who have donated to FoFPL in memory of Rita Chirello. The vendor and venue have been secured for the chicken barbeque to be held May, 18, 2024. The logo banner and table cloth have been ordered. The first FoFPL newsletter has been published.
5. **Library Report** – In Caroline Chatterton's absence, Jean Edley reported from the 10/5/23 Trustee's Meeting that renovations to the main floor and mezzanine will begin in a few months. The furniture is being ordered. The access ramp is waiting on the subcontractor for the railing to be installed.
6. **Publicity/Membership Committee** – It is unknown if there has been any response to the Youth Board Member initiative. Jean will follow up with Caroline to see if all the outreach has been completed and if there has been any response. Andrew continues to work on developing the social media policy. Andrew has received all the information for the board member bios. They are being reviewed for any potential edits. Permission will be obtained for the final copy prior to publishing. Website and social media posts for the craft fair are ramping up. A date for the next committee meeting needs to be set.
7. **Events Committee** - Donations are starting to come in for the craft show. Pre and post craft show meetings will take place 11/13 and 11/20 respectively. Items will be readied for the show on 11/15. Set up time for the show is 11/17 2-4 PM. Jean is working on scheduling volunteers to cover the show, including set-up and tear-down. A gift wrapping fundraiser is scheduled for 12/16 and 12/19/23 at the Library. Details need to be worked out. As reported above, the Chicken Barbeque is scheduled for 5/18/24 with Fricken' Chicken at the Polish Home. It hopefully will coincide with Big Truck Day. A subcommittee will be developed to work out the details after the beginning of the year. FoFPL will participate in the Tree Lighting at City Hall 12/2/23 along with the Library. There will be the opportunity to promote our organizations and

do some fundraising. A person is needed to take charge of working out the details for this event.

8. **Garden Committee** – Janet Weldin reported that the garden is ready for wintering. The pots at the entrance will be switched out to holiday décor featuring greens and poinsettias.
9. **Planning Committee** – Monthly updates to the goals were distributed. Of note was the increase in volunteer time overall and an increase in the percentage of time devoted to library events. A line was added to the goals to differentiate donations from fundraising amounts. Another line was added to review the Conflict of Interest Policy and obtain required disclosure statements by 1/31/24.
10. **Logo Table Cloth and Banner** – A motion to ratify the vote via email to purchase the tablecloth and banner and authorizing the expenditure of up to \$250 for the items was made by Jennifer Parke-Marriner, seconded by Carol Teetsel, and carried unanimously.
11. The draft **Conflict of Interest Policy** was reviewed. A motion to approve the policy by resolution of the board effective 11/1/23 was made by Marjorie Julian, seconded by Carol Teetsel, and carried unanimously. The policy was signed by President Sharon Dellinger and Secretary Jean Edley. The adoption of the policy clears the way for the tax exempt status paperwork to be filed by Attorney Mirabito.
12. **Memorial Donations** – Donations in memory of Rita Chirello received via check and cash have been deposited. The Library will issue a check to FoFPL for the PayPal donations when our 501(c)(3) status is confirmed.
13. **RSVP** - Jean will check with Caroline Chatterton to work out details regarding RSVP.
14. **December Meeting** – We will do a potluck at the meeting. Jean will check with Caroline about scheduling back-up meeting dates for the winter months in the event of library closures due to bad weather. The next two meetings are scheduled December 6, 2023 and January 3, 2024.
15. The meeting was **adjourned** at 5:45 PM on a motion by Marjorie Julian.

Minutes prepared by:  
Jean Edley, Secretary  
November 2, 2023