

**Friends of the East Kingston Public Library**

**Minutes of the November 17, 2020**

**Zoom Virtual General Information Meeting**

**Call to Order and Commentary:**

The meeting was called to order by the secretary at 7:07pm. The following members of the

Board of Management were present:

- Sherry Castle, Treasurer
- Sharman Cohen, Secretary
- Carol Powers, UBS Director

Friends Members, and Library Personnel in attendance:

- Julianna Clark
- Kim Pirger
- Jennifer Tode
- Jeanne Furfari
- Aine Cronin
- Edna O'Connell
- Zoe Sucu, Library Assistant
- Tracy Waldron, Library Trustee

The meeting was turned over for the Treasurer to run so the Secretary could take notes.

**Regular Reports:**

A quorum was established for this meeting.

A preview of Zoom and the agenda were presented.

The minutes of the 11-1-2019 open board meeting was approved by Jeanne Furfari and seconded by Carol Powers as written.

The minutes of the 2-16-2020 Annual Meeting was approved by Jeanne Furfari and seconded by Jennifer Tode as written.

The 2020 Q3 financial report was presented by Sherry Castle. Carol Powers approved and Jeanne Furfari seconded as presented.

Used Book Store Report was presented by Carol Powers. She reviewed the cleaning process implemented by the town (other groups in town use the building) and the volunteers. A bookcase was donated. There is a section of books that are not moving (novels are the top sellers). Discussion on ways to generate sales; gift certificates given out for the holidays for teachers, sale on kids books as stocking stuffers using Twitter or Facebook or library website to get the message out

### **Programs Report:**

Tracy spoke about sharing virtual events with other libraries to meet the attendance quotas. They are creating DIY Zoom events where people sign up, pick up a DIY kit at the Library and then Zoom for instructions. The December DIY is making an ornament. The Halloween Drive By Trick or Trick was very successful with 42 bags given out.

### **Old Business:**

*FoEKPL President position is still open.* The position needs to be filled. The job description will be posted on our website which will be up by the end of December. The position is primarily organizational and leadership, a contact for the public.

*Friends Web Page needs to be updated.* There is not much traffic as it is difficult to find. Heather has created a holding page. Discussion about what we want to see there; past minutes, by-laws, updated UBS hours and COVID guidelines, a link from the Library web page to access the Friends page, calendar of upcoming events and meeting dates. Zoe volunteered to work on the web page and Sharman said she would help her. *We would like to find a member to chair head the website.*

### **New Business:**

Sherry presented the 2021 Budget for review with Q1-Q3 2020 actuals. The membership drive numbers were not updated to reflect the 2020 membership drive, but Sherry would update it for the final draft to be presented at the January meeting. Sherry explained how she arrived at her projections.

Fundraising numbers need to be entered but we need more information. We are not looking to make money on these fundraisers, rather to create more awareness for the Friends and the Library. Discussion about what fundraisers we could do; shirts, canvas totes, sweatshirts, ornaments, etc. *We are looking for a member to chair the fundraising events.*

We received a donation from the Carl Johnnen Estate to be used to support the Library.

Upcoming Programming: Any ideas please let the Library staff know. The Friends are the Library audiences and their eyes and ears for ideas that the community would be interested in seeing.

FoEKPL Status: Sherry informed us our 5-year report has been completed and takes us through 2025. Our 990-N our DOJ annual report certificate (NHCT-2A) is due in May 2021. Our Gaming packet for 2021 (includes a gaming license application which allows us to participate and what our 10 dates for 2021 are) just arrived at the Library. Sherry will pick this up this week.

Combining Accounts: Questions about combining our checking and Amazon account into one. Decided it was set up to keep the Amazon information separate and we will maintain it as is for safer security.

### **Recap:**

Member Comments: Discussion regarding gifts for the UBS volunteers. Decided to give Jars of Joy from the Down to Earth Flower Shop.

Membership Drive: Kim Pirger did not receive a new membership form. She will pick one up at the Library. There are also forms at the UBS.

The Board will meet next week to discuss the 2021 budget and fundraising.

Next meeting will be Thursday January 14<sup>th</sup> at 7pm via Zoom.

Action items:

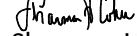
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*We are looking for a member to chair the fundraising events.*

The virtual open board meeting of the Friends was adjourned at 8:11pm, motioned by Kim Pirger, seconded by Jeanne Furfari.

Respectfully submitted,

  
Sharman H Cohen

Secretary

**Draft for approval at next meeting.**