

Board Meeting - January 08, 2008

Friends of the Brandywine Hundred Library

A meeting of the board of the Friends of the Brandywine Library was held on Tuesday, January 8, 2008, in the Brandywine Hundred Library. In attendance were board members Eileen Lynch, Mary Bowler, Ann Hitchcock, Joy Naquin, Henry Pautler, Marcia Dillon and Lois Myoda. Also in attendance was Library Manager Tom Weaver.

President Ann Hitchcock called the meeting to order at 7pm. Ann explained that she and Henry are sharing president duties, with Henry to run the meetings and Ann serving as assistant.

On motion of Marcia, seconded by Eileen, the minutes of the December, 2007, meeting were approved as Emailed.

Treasurer's Report

We have not yet received the bank statements for the latest treasurer's report. The report will be Emailed as soon as it is ready.

The board briefly reviewed the preliminary budget for 2008. Eileen asked Tom to provide ideas for funding that the Friends could finance. Tom asked for support for the anniversary celebration and a luncheon during library week.

Eileen suggested that we review the conflict of interest policy. Henry is a landscaper and provides regular maintenance during the growing season for \$100/month. Since Henry is now co-president, he will have check-signing authority. This provides a conflict of interest that must be addressed. The Board agreed that as long as the problem was properly disclosed, the amount of money involved was not a problem.

Marcia asked the board to formally approve Ceci McCormick's farewell gift; in the absence of a quorum, this approval will have to be postponed until the next meeting.

No check has been written yet for the Humanities Forum because we have not received the paperwork. Tom said all we have to do is turn in the application. Mary volunteered to go over to pick up an application form in person.

Eileen pointed out that there have been changes to income tax requirements for charitable contributions. We must now provide a receipt for cash contributions to the Friends, regardless of the amount. For the membership drive we can create a receipt with our name/address on it by using a sheet of letterhead and writing up a receipt form. The board agreed that donations of \$100 or more should receive an acknowledgment. Tom stated that he could send an acknowledgement on behalf of the Friends, as long as he gets a mailing list of names and addresses.

Eileen asked if the board should have a privacy policy for members, to address privacy concerns, such as sharing of mailing lists. Mary has a copy of a privacy policy from the Junior League which could be adapted for the Friends. We may want to post the policy on the web site as well.

Library Managers Report

A copy of the report is included with these minutes. Tom covered the highlights of the report, along with the following:

The Library would like to host a reception for the author's event scheduled during National Library Week. The Library will plan the reception if the Friends will provide financial support.

- The Library needs financial help with the anniversary celebration. The Friends could provide funding for refreshments.
- Artistic students in grades 6-12 are invited to participate in DART's poster contest. The theme is "It's easy being green while riding DART."
- The LARB meeting is tomorrow at 5pm; all Friends are invited.
- Tom stated that both keys to the Friends copier are missing. Tom believes that he has turned both of them over to us. If keys do not turn up soon, Tom can contact the vendor for replacements.

Updates

Friends Bags for New Library Patrons. The bags are being handed out to new card registrants by the circulation desk. Sharon has indicated by Email that there is a good supply of bags ready for distribution.

Communications Committee. No update.

Annual Membership Drive. We still need to identify a chairman for the membership drive. More on this at the next meeting.

Anniversary Celebration. The five-year anniversary of library opening is scheduled for April 12-13. The details of the celebration are still being finalized.

Committee Chairpersons. Ann wants to verify that all committees are represented. We still need chairmen for the membership drive and the nominating committee. Mary volunteered to coordinate the staff luncheon in May. Ann asked for all board members to think about what we would like the Friends to accomplish over the coming year.

Other. Tom reminded the group that future board meetings will be held in Room 107 (the former cafe). If this room continues to be used for meetings, the Friends may be able to provide funding for improved lighting and furniture.

The November, 2008, meeting is scheduled on November 11, and the library may be closed for a holiday on that date. The board agreed to move the meeting to November 18.

In the absence of further business, the meeting was adjourned at 8pm.

Respectfully submitted,
Joy A. Naquin
FBHL Secretary