

Friends of the Library
Executive Board Meeting

November 6, 2015

Minutes

Present: Sarah Groleau (President), Donna Tung (Vice-president), Anne Cunningham (Treasurer), Gay Mocerri (Secretary) and Laura Robinson (Trustee)

A special meeting was called to meet with Laura Robinson, Trustee, about the 2016 budget and the budgeting process.

Sarah Groleau (SG) called the meeting to order at 10:10 AM.

Anne Cunningham (AC) explained that historically FOL money was used for books and programs. She also noted that 2015 conference money was not spent. FOL does not want unspent budget funds.

Laura Robinson (LR) indicated that her QuickBooks coded things differently. She explained that the New England Library Association Conference absorbed the NH Conference. Unfortunately, the New England Conference agenda did not match Elizabeth's needs. She wanted to use the unspent \$600 on dues and Trustee conferences.

SG: We will supplement Elizabeth's conference costs, but we will not pay for Trustees.

SG: That's a lack of planning on the part of the Trustees.

LR: We need more money for Caroline to be able to attend conferences.

AC: Professional Development request for 2016 was \$3300.

SG: Continuing Education should be part of the town's budget.

LR: Trustees have not discussed 2016 budget yet. Numbers are based on 2015 budget. Budget is up \$7,000 with the addition of Caroline. Where does FOL stand?

AC: Before Elizabeth came, FOL contributed very little money. That changed with Elizabeth.

SG: Conference request seems very high. Continuing Education should be part of town budget. We do not want to set a precedent.

SG: We do have money set aside for capital projects like the work room.

AC: We agreed to cover airfare in 2010. Now it seems to be expected of FOL. Perhaps we can help for one year only, but we do not want to establish a precedent that FOL pays for Continuing Education.

SG: We will do it for this year only [2016], but in the future it must be in the Trustees budget. Continuing Education should be part of the compensation package. Other local libraries with whom I have spoken have money in the town budgets. Friends may *supplement* for a special conference once in a while to cover airfare, for example.

LR: Are conferences the only issue?

SG: We have a spending policy which we will provide to the Trustees in writing. We need details of how money was spent for our May Board meeting. Money cannot be used for maintenance, day-to-day operations, etc. If we do not get reports about how the money is spent, it is difficult to plan ahead for the next budget.

LR: May is a busy month.

AC: Earlier is fine, but we need it for our May meeting.

LR: We need to know what FOL is not providing for 2016 in November so we can plan.

SG: You will have the numbers on November 14, 2015 when we approve our budget.

LR: Elizabeth has always worked on the budget with FOL. Now the Trustees will.

AC: Old Home Week, films, Summer Reading Program – they are all okay. Operating expenses like library cards are not.

LR: FOL will fund programs. In November we will get the numbers. In May, we'll give you the details.

SG: If there any special requests, we need those before the Board meeting in May.

AC: Lump sum moneys can be moved. Unspent conference money cannot be used for other things.

SG: We'll have figures for you on November 14. You'll need to submit special request to us in April for the May Board meeting.

LR: You'll pay for the conference?

SG: Full Board will discuss on November 14.

LR: Use the leftover \$355 toward conference registration for 2016.

SG: Then you will reduce the request by that amount?

SG: Perhaps we can supplement conference expenses when airfare is involved.

AC: If we approve using the \$355, then Elizabeth cannot spend any more in that account.

SG: On the 14th you will have book money totals, program money totals, and extra money totals. You will provide us with spending details in April.

LR: We will provide you with an end of the year report.

The meeting was adjourned at 11:07 AM.

Respectfully submitted,

Gay C. Mocerri, Secretary

Friends of the Library