

Minutes for Friends of the HFFL Board

Date: Saturday Aug 26, 2023

Meeting started: 10:05 AM

Present: Susi Burke, Amy Dorgan, Joanna Meighan, Donna Onacki, Deborah Regan, Alisha Roberts

Discussed:

1. Bylaws

- a. Donna received a copy of the Bylaws from Judy Wilson. We are not positive it is the latest copy and are trying to verify that.
- b. By NH State law we are required to have 5 officers, so this amendment has been added to the proposed changes. We thought this had been added a few years ago but could not find an updated version of the by-laws.

Historical Note (added by Susi after the meeting)

- i. *In the 6/03/20 Minutes was the following information:
Looks like we need a minimum of 5 for the Board of Directors:
[New Hampshire law](#) (: "In the interest of encouraging diversity of discussion, connection with the public, and public confidence, the board of directors of a charitable nonprofit corporation shall have at least 5 voting members, who are not of the same immediate family or related by blood or marriage. . . . The provisions of this section may be waived with the approval of the director of charitable trusts after application for such waiver." (RSA 292:6-a) (Emphasis added).*
- i. *I did not attend the following meeting which was Aug 2020 but the minutes taken by Sheila at that meeting, while it does have the election of the officers but no mention of the bylaws being updated.*
- c. Discussed New Positions amendments and we will leave them as written so they are possibilities but not required in case we do not have people to fill all those roles.
 - i. Liaison to the Trustees
 1. One proposal for this role was to rotate people in two month shifts to make this easy to fulfill.
 2. We also discussed that this liaison does not need to attend every trustee meeting.
 - ii. Membership Coordinator
 - iii. Friends Historian
- d. Reviewed additional Bylaw Revisions as well.
- e. Bylaw Amendments will be presented at next meeting, Sept 6, 2023.
- f. Appointments for new liaisons and voting on bylaws will be in October.

2. **Robert's Rules:** We will use Robert's Rules for minutes from now on in the minutes, recording who motioned, seconded, as well as numbers yay and nay.
3. **Friends Paperwork:** We need to coordinate all the Friends of the HFFL documents in a single location so transitions between officers can be easier and history is clear.
 - a. Alisha will look through her files for items like Articles of Agreement that were used for 501(3)c filing so they can be put somewhere that the Friends have easy access.
 - b. We may have two email addresses for the friends. In Feb 2022, we set up an email address to be used on the HFFL website for the friends (FriendsofHFFL@gmail.com). Alisha thinks she may have an email address as well. We will need to pick one and determine who has access, recovery capability and who should check it and how often it should be checked..
 - c. We will create a Google Drive under one of the emails to put all the information.
 - d. Once this is done, We will coordinate all the documents we can find and put them in this drive. Susi can transfer all the minutes as well as other media she has, such as cards/stationary artwork, pictures, etc. and Alicia can put the documents she has there as well.
4. **Membership and Dues:**
 - a. According to the Bylaws, each dues paying member gets one vote in the Friends meetings. We will need to discuss this in September as no one has been paying dues recently.
 - b. We will put this on the agenda for September or October
 - c. Dues amount will be discussed at Sept meeting.
5. **Financial Business:**
 - a. **Sources of Income:** We are currently heavily reliant on the income from gambling and have a significant amount of money in the bank due to that income. We would like to start thinking about ways to use that money effectively while at the same time diversifying our income and gaining more community support.
 - b. **Allocations for Programming:** We discussed the way allocations are currently done and agreed that instead of multiple requests throughout the year, the Library Director and staff will determine what they need for the whole year based on the strategic plan and make the requests once a year. The Director will provide receipts or request payment from the Treasurer throughout the year when the money is spent and inform the Friends at the meetings what has been purchased. Additional requests can be made during the year if special opportunities arise. This will help the library be able to plan and know what money they have available as well as shorten the time needed to vote on each individual item at the meetings.
 - c. **Checking Account Changes:**
 - i. The chairperson will be added as a secondary signatory to the checking account.
 - ii. Anything over \$2,000 will need to be signed by both signatories.
 - iii. Alisha and Donna will meet and go to Citizens Bank to take care of this as well as switch the account to one that is online.
 - d. We will have conversations over the next few months about possibly setting aside money in a Foundation to invest and help with larger funding opportunities. This will be discussed on an upcoming meeting of the full committee.

Action Items:

- **Alisha:** find the Articles of Agreement and 501(c)(3) paperwork and send them to the Board.

- **Susi:** move minutes over to Google Drive when it is setup.
- **Alisha/Donna:** Go to Citizens Bank to put Donna on a signatory and get online access.
- **Susi:** find email info and send to the board.

Meeting adjourned: 11:50 PM

Respectfully submitted,
Susi Burke, Secretary