

# Minutes of the Friends of the Hampton Falls Free Library

**Date:** Wednesday Nov 1, 2023; Called to order at 6:34 pm.

**Present:** Susi Burke, Melodee Carter-Guyette, Linda Coe, Amy Dorgan (online - left early), Leah Knowlton, Joanna Meighan, Desiree Potter, Donna Onacki, Deborah Regan, Alisha Roberts, Jane Shanahan, Judy Wilson.

## Discussed:

### 1. October 4th Minutes

Jane made a motion to approve the October 2023 Minutes with the changes discussed about the book club; Motion passed with all in favor.

### 2. Treasurer's report

- a. Current Balance: \$52,598.46
- b. Dues have not been deposited yet.
- c.
- d. Melodee, Desiree and Alisha all paid tonight or since the last meeting.
- e. Alisha submitted the annual report.

### 3. New Business

- a. Welcome to new Member, Desiree Potter!
- b. October Trustee Meeting (Amy)
  - i. Erin and Amy presented about the Strategic Plan at the Trustee meeting. There was a lot of support for the plan. There was also support for getting community input even though it may initially cost a little more.
  - ii. How to pay for the plan is still in question. The library has over \$80,000 in donations funds and some of that can be used. However, the library must get approval from the voters in order to use it. This would require a warrant article but it would have **no tax impact**.
  - iii. The RFP was approved and sent out this week. Hoping to get proposals back at the end of November in order to have a better sense of the cost.
  - iv. Looking for a firm that has worked with municipal libraries like ours that will be able to get useful community input.
  - v. Planning will start at the end of March if there is a successful warrant article. It will last approximately 3 months. Then the results will be socialized and be ready to inform the budget by September.
  - vi. Strategic Planning Budgets are generally between \$10,000 and \$30,000 but these estimates are old. The Master Plan for the town, which was a larger project, was \$60,000.
- c. How can we get the message out about the value of the library?
  - i. Action items:
    1. Having information at the next couple events.
    2. Create some data points and do infographic
      - a. One possible data point to use is that there are like 1215 households; total town savings was \$273,989 in books alone. So, the average savings per household is \$228.
    3. Mailer

- a. 100# color paper, sized 8 ½ x 11 would cost under \$1,000 with postage and printing
    - b. This could go out around a week before the January deliberative session..
    - c. We should discuss this at the next meeting.
  - 4. Quotes - Donna will gather all these quotes together.
    - a. Alisha will ask a homeschooler, 1000 book person for a quote.
    - b. Leah will ask homeschooler/museum pass user and teen advisory group.
    - c. Desiree will get a quote from Nash.
    - d. Deborah will work on quotes from the book group.
  - 5. We can attend the deliberative session.
  - 6. Susi and Judy work on Infographic to display at library and on social media.
  - 7. Lawn sign
    - a. We can possibly create lawn signs for the warrant article
    - b. These would emphasize no tax impact.
    - c. Also, we love libraries!
- 4. Director's Report - Joanna
  - a. Upcoming programs
    - i. Imperial Fabergé Eggs, Nov 15<sup>th</sup>
      - 1. Refreshments requested.
        - a. Donna and Melodee will provide these
        - b. Please note any items with nuts
        - c. All set for drinks
      - 2. Donna and Jane will help setup.
      - 3. Deborah will help with cleanup.
    - ii. Make your own Egg Craft Program, Nov 18<sup>th</sup>
      - 1. Joanna has requested \$250 for supplies.
    - iii. December Holiday Greens Craft, Dec 16<sup>th</sup>
      - 1. Joanna has requested \$350 for supplies.
    - iv. Susi made motion to provide \$600 for supplies for the two craft programs
      - 1. All in attendance approved.
  - b. Completed Programs
    - i. Gravestone Girls program held on Oct 18<sup>th</sup> at 6:30 pm.
      - 1. 28 people attended and it was received well.
  - c. 14 museum passes went out last month.
- 5. Youth Programming – Leah
  - a. Santa Party
    - i. Request for money for Santa program for Santa and Mrs. Claus.
    - ii. \$300 fee which he uses to buy gifts for needy children
    - iii. Dec 2nd, 10 am - 11:30
    - iv. Donna and Judy can help at the Santa program.
    - v. Desiree and Alisha will provide cookies.
  - b. Jane motioned to provide \$300 for Santa program
    - i. All in attendance approved.
  - c. Kids are enjoying Art Club.
  - d. Great feedback on book boxes from Teen Advisory group.
- 6. Little Free Library Sign Ups
  - [Friends of the HF Library: Stock Little Free Library \(signupgenius.com\)](http://signupgenius.com)
  - a. Need someone to sign up for the end of December.

- b. Donna will take over from Judy on Signup Genius and set up for next year.
  - c. Donna found computer security textbooks and Motorcycles for Idiots in one of the boxes yesterday.
7. Games of Chance promotion request
- a. Alisha received an email from Brigit Ordway, Regional Charity Coordinator of [New Hampshire Group, LLC](#) stating that many charities were interested so they have created a selection committee that will review what we are willing to do to promote the gambling event. Several options were given.
  - b. Note that [New Hampshire Group LLC](#) owns Filotimo Casino at Dover Bowl. This is not a request from the NH Gaming Commission or NH government in any way.**
  - c. Alisha just forwarded the email to all the friends. See full email at bottom. It implies that to be given a slot, it is expected that promotion of the event is done.
  - d. Deborah made motion that we would agree to do the following:
    - i. Make a post on FaceBook on the Friends page listing gaming dates.
    - ii. Hang a poster in a public place with gaming dates.
    - iii. The motions both passed with all in favor but Susi.
8. Programming Ideas
- a. The Center for Wildlife called and said they would send a pass that would allow one child to go free with two parents. We explained what we normally see for library passes and they said they would consider what else they could do and get back to us.
  - b. Japanese Wrapping Program/[Furoshiki](#)
    - i. Melodee contacted the Japan Society of Boston but they couldn't do anything. They suggested reaching out to Cambridge which she has done. She also mentioned Phillips Exeter as a possibility.
    - ii. It may make more sense to do this in April for Earth Day. December is pretty packed with programs and it is very soon.

**ACTION ITEMS:**

- **All:** Think of ways to help promote the good the library does.
- **Donna:** will coordinate positive quotes about the Library.
- **Alisha, Leah, Desiree and Deborah:** will gather quotes. Please see details above.
- **Susi and Judy:** Work on Infographic
- **Donna and Melodee:** Refreshments for Imperial Egg Program.
- **Donna, Jane, Deborah:** wil help setup/cleanup for Imperial Egg Program.
- **Donna and Judy:** will help at the Santa program.
- **Desiree and Alisha:** will provide cookies at the Santa program..

**Meeting adjourned:** Meeting adjourned at 8:01.

**Next meeting:** Dec , 2023, at 6:30 pm

Respectfully submitted,  
Susi Burke, Secretary

**Copy of Games of Chance Email Alisha received:**

Hello,

I am the Regional Charity Coordinator for the NH Group, and I help manage the schedules for game rooms in this region. I sent you an email in August about marketing opportunities during your dates at the game room, and asked some questions about what your group might be willing or able to do to help boost your revenue.

I completely understand how things like this get put on the bottom of your “to do list” if they make it there at all! However, we now have so many interested charities that a Charity Selection Committee has been established. They will be looking at the answers to those questions as part of their selection process, so I wanted to follow up with a gentle reminder and refresher:

If you have social media, would you be willing to make posts advertising your gaming dates?

- What is the size of your mailing list, and would you be willing to mail free play offers and marketing collateral that we would provide to your mailing list?
- Host a Board or charity event at our facility to help promote your campaign?
- Make a post on your website advertising your game dates?
- Hang a poster at your place of work (or elsewhere in your community) that would advertise your gaming dates?

Please send your response back to me at your earliest convenience.

Thank you for your continued partnership. We’re excited to continue the growth of gaming in New Hampshire, and to continue serving our charitable partners in their fundraising endeavors.

Kind regards,

**Brigit Ordway**

*Regional Charity Coordinator*

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