

# Board of Trustees, January 9, 2018

**Present:** Bill Benson, Ed Berlin, Doris Cowdrey, Becky George, Janine Greaves, Joseph Ruggeri, Karen Larabee, Ellen Boyer (Director), Lisa Prolman (Ass't Director)

**Guests:**

**Public:**

*Meeting called to order at 5:15pm.*

- Changes/additions to the agenda -- none
- Public Comment -- none
- Approval of minutes from previous meeting
  - Correction -- Friends and Family chaired by Jeanne Canteen
  - Becky moved to accept as amended, Janine seconded; passed with one abstention
- Friends Report
  - Excited about kickoff of 1000 Books Before Kindergarten program; suggestion to put information on the sides of buses
  - Planning Committee meeting later in the month to discuss fun and fundraising
  - \$17,000 on annual appeal, which is a new record
- New Business
- Old Business and Committee Reports
- Building Committee
- Foundation Letter
  - concept of letter has been approved; John Howland will be getting back to Trustees with wording suggestions
- Foundation
  - Foundation will continue working with Matt only at FDA; will be working with Bill to see about getting additional money from the state for the building project.
  - Change in structure; Foundation was being tasked to do much more than originally thought; advocacy and communication being taken on by trustees so Foundation can focus on raising money.
    - Public bidding statues exempts trust fund usage from state bidding process.
    - Recommendation is to enter into a contract with Communication Services for 3 months at no more than \$3,000/month to get project off the ground and to add a communications subcommittee of the trustees. Jean Wall -- chair, Ed - vice chair, Bill, and others already on Foundation's communications committee.
    - Allows Foundation to continue working with FDA if so desired while communication gets up and running.
    - Discussion of organizational chart and how the communications committee's work can be made available to the Foundation. A timeline would also be helpful. Also discussion of reuse of current building; suggestion to Mayor to set up committee to start this.
    - Motion by Ed to empower Doris to enter into a contract with Communication Services at a rate of \$3,000 per month (plus expenses) for a term of 3 months, at which time Trustees will review the continuation of said contract; seconded by Janine; passed.
    - Motion by Bill to create a communications subcommittee to work with the consultant and report back to the Board. Joe seconded; passed.

- Giving up current office space until structure issues of Foundation are settled.
- Director's Report
  - Ceiling section in public seating area came down and has been repaired.
  - Stats from 1/2/18
    - 685 people walked through the door
    - 1,186 items checked in during the 10 hours open/ 113 per hour
    - 1,623 items checked out during the 10 hours open
    - All desks were staffed despite being short 4 people due to illness.
  - Sample sponsorship/partnership policy sent to Trustees

Motion to adjourn made by Bill, seconded by Joe; Passed.

*Meeting ended at 6:27pm.*