

FRIENDS OF THE STONEHAM LIBRARY

MEETING AGENDA



Location:	Stoneham Room at the Library and Google Meet Link or Dial in (audio only): (US) +1 347-384-7785 PIN: 357 135 204#
Date:	January 13 th , 2024
Time:	10:45am to 12:00pm – Executive Session (Board of Directors only) 12:00pm – 1:30pm – Monthly Meeting with all members
Meeting Organizers:	Caroline Read – President Lindsay Laughlin – Vice President Allison Lane – Secretary Kim Mayers Jacobs – Treasurer Glenda Colon – Director of Events

AGENDA – MONTHLY MEETING	TIME
Call to Order by the President Review & Approve December Minutes Review & Approve Financials	5m (12.05)
Books in Bloom Event – Caroline, Glenda & team	20m (12.25)
Open Roles: <ul style="list-style-type: none"> • The Treasurer role is being vacated by Kim Mayers Jacobs – open for new volunteer to fill • The President role will be open as of July 1 2024 – open for new volunteer to fill 	5m (12.30)
Amendment to By-Laws on changing “Director” to “Associate” – vote <ul style="list-style-type: none"> • Gather names members that want to become Associates and be part of Committees • President to appoint Associates to Committees 	15m (12.45)
Board of Library Trustees proposal to have: <ul style="list-style-type: none"> • Formal Trustee liaison to Friends (rotating) & Friends Board member as liaison to Trustee meeting • Memorandum of Understanding • Advocacy Committee 	30m (1.15)
Upcoming Meetings: <ul style="list-style-type: none"> • 1/20/24: Books in Bloom with Garden Club @ 9am – Caroline Read’s home • 1/22/24: Morgan Baker Author Event @ 7pm – Library • 2/12/24: Library Board of Trustees Meeting @ 7pm (Virtual or Library) • 2/10/24: Next Friends meeting @12pm at Library, Stoneham Room 	15m (1.30)

Meeting Minutes for Saturday January 13th, 2024:

1. 12:03pm Call to Order. Voting members in attendance:
 - a. Voting members in attendance: Caroline, Lindsay, Allison, Glenda (in-person).
 - b. Non-Voting Members: Wendy Bestor, Maria Silvaggi, Marianne Wronka, Connie Filosi, Tricia DiPietro, Trustee, Erin Francis (in-person).
2. Approval of Minutes from 12/9/23:
 - a. Motion to approve: Lindsay; seconded: Allison. Unanimous.
3. Approval of Financial Reports
 - a. Motion to approve: Glenda, seconded: Lindsay. Unanimous.
4. Books in Bloom Event, update from Glenda and Connie from Garden Club:
 - a. Discussed assignments for who is involved in seeking town donations, music selections, a vendor with an alcohol license, ticket pricing, 2 publications – one for adults and one for families / kids, leveraging community involvement with schools.
 - b. First Day Event on the 26th is for adults with flower arrangement assembled by the Garden Club with a themed book. Booklist was provided by Rachel, the Library Director.
 - c. Second day event on the 27th is for children, with a hired arborist that will give the kids a tour outside of the plants. The Garden Club will provide one Dogwood seedling per child to take home and plant in their own gardens.
 - d. Erin – suggested that vendors with liquor license also needs to have a license for the Day.
5. New Search for Board Members – explained by Caroline:
 - a. Treasurer – vacated by Kim Mayer
 - b. President – being vacated by Caroline Read as of July 1, 2024
6. Amendment to By-Laws on adding title of “Associate” to the roles, explained by Lindsay. A Board Member or Director is needed to chair any committee and associate can be appointed by the President to participate in the committees.
 - a. Motion to approve: Allison, Seconded: Glenda. Unanimous.
7. Creation of Committees to be amended in By-Laws. Lindsay referenced list emailed out in advance that lists current committees in By-Laws which are Audit, Membership, Publicity, Programs, Hospitality, Fundraising/Grants/Donor Relations, Books Sales Room.
 - a. Motion to Approve creation of: Annual Meeting, Books in Bloom, 300th Anniversary – motion by Allison, second by Lindsay. Unanimous.
 - b. Motion to Approve creation of Advocacy Committee; later renamed to “Community Engagement Committee” – motion, Allison. Second, Glenda. Unanimous.
 - c. Appointments to Committee Chairs and members:
 - i. **Audit Committee** - None.
 - ii. **Membership Committee** - Chair: Allison Lane. Members: Trish Robertson, Lindsay Laughlin
 - iii. **Publicity Committee** - Co-Chairs: Allison Lane & Glenda Colon Members: Lindsay Laughlin
 - iv. **Programs Committee** - Co-Chairs: Allison Lane & Glenda Colon. Members: Trish Robertson
 - v. **Hospitality Committee** – None.
 - vi. **Grant Fundraising and Donor Relations Committee** - Chairs: Lindsay Laughlin
 - vii. **Book Sales Room Committee** - Chairs: Allison Lane
 - viii. **Community Engagement Committee** – Chair: Glenda Colon. Members: Lindsay Laughlin, Allison Lane, Trish Robertson. Trish DiPietro, Trustee, asked if this was the same as the joint Advocacy Committee. Lindsay clarified that this is a new committee internal to the

Friends and is different. It was renamed from Advocacy Committee to “Community Engagement Committee”.

ix. Approvals: Motion to bulk approve: Glenda, second, Caroline. Unanimous.

8. Advocacy Committee with Board of Trustees + Board of Friends of the Library + Library Director.
 - a. Caroline explained to the group that the Trustees will now have a rotating member attend the Friends monthly meeting, as well as either the Library Director or Assistant Director. The Friends has been attending a Trustee meeting each month and will continue to provide a Friends update at their monthly board meetings. Friends Board member is Lindsay. Anyone is welcome to attend either meeting since they are public meetings.
 - b. Explanation of the MOU or memorandum of understanding is an agreement between the 3 parties on process. This will be negotiated in the coming months.
 - c. There will also be the creation of a joint advocacy committee consisting of 2 Trustees, 1 Library Director, 2 Friends Board Members. Appointment by the President the 2 liaisons to the Advocacy Committee: nominees, Glenda and Lindsay. Glenda pointed out that the State of Massachusetts has rolled out statewide values for all public spaces that dictate that these spaces are places that encourage community engagement, inclusion and safe and welcoming spaces.
 - d. Lindsay asked Marianne Wronka if something similar was in place during her tenure at the Lynnfield Library. Marianne wasn't sure since it had been some time since her time there, but that she recalled a real focus on membership with the Friends.
 - e. Lindsay asked Maria Silvaggi about her experience as Chair of the Board of Trustee of the Reading Library. Maria explained that there was a focus on fundraising, focus on young mothers who came in with young kids. The Friends mainly supporting the library staff. Reading had a very active membership and also a Foundation that was started in 1996, while she was Trustee. Other successes at Reading Library were:
 - a. Annual House Tour with 7-8 local homes that raised significant funds.
 - b. Postcards are sent from the Friends with a solicitation to donate. Lindsay explained that the Stoneham Friends had indeed been in contact with their Friends and essentially copied their postcard campaign.
 - c. Maria explained that the building was structurally unsound, Town of Reading has some false starts. The old building was eventually renewed and renovated, and now beautiful and runs fabulous programs. She worked at the local paper and had her own column which helped the library tremendously.
 1. Idea to create a Foundation, organization dedicated to raising funds with an annual letter of appeal. Foundation Board hand writes notes to make it personal to potential donors.
 2. Foundation Board is small, focus on solicitation for board members to Best known Community Leaders, active in Town Community, generous with their time and energy.
9. Trish asked if we had appointed Associates and Lindsay agreed that we had missed that step. The following members were appointed by the President as Associates: Trish Robertson, Marianne Wronka, Wendy Bestor, Connie Filosi who were all in attendance.
10. Caroline reviewed the list of upcoming meetings on the agenda. Trish asked if a section on “New Business” could be added to the agenda going forward, so that other items could be added.
 - a. Motion to New Business Item 5-10 minutes to Meeting Agendas, motion, Allison. Second, Glenda. Unanimous.
11. Adjournment at 1:34pm
 - a. Motion to approve: Caroline; seconded: Glenda. Meeting adjourned.