**Friends of the West Haven Library – Meeting Minutes: 12/3/2019**

In attendance: Pat Donnelly, Catherine Bushman, Alan Olenick, Maureen Ulsamer, Heather Westbrook, Ben Martin, Kathy and Ray St. Clair, Joe Weber, Angela Invernale

* Meeting called to order 6:30pm
* No Treasurer’s Report because we are still looking for a replacement for Gert Beckwith.
* Membership Report (C. Bushman): 91 total members; $1207 since Jan 2019
* Director’s report (given by C. Bushman): Kevin Redline hired to fill Bookmobile Driver position; Rachel Leff hired as full time librarian for Ora Mason branch (32hrs/wk instead of 37.5hrs). Union negotiations have begun. All day staff training meeting Dec. 18th 2019. First draft of Friends by-laws to be reviewed.
* President’s Report (P. Donnelly): Pat and Alan attended November’s FOCL (Friends of CT Libraries) meeting where they discussed which documents to keep and which to shred. A treasurer from another Friends group who inherited tons of documents shared about his plan to digitize everything. Another topic was membership encouragement, getting and keeping members, also utilizing the number of members we do have (always giving volunteers something to do and be helpful). Trivia Night to be held at JR’s Place in West Haven.
* New Business: Vacant Positions
	+ No volunteers for Treasurer. A “job description” for Treasurer should be clearly defined so potential volunteers know exactly what would be expected of them, for example filling out the yearly tax forms. Friends accepted Maureen’s offer to become cosigner (not Treasurer), in addition to taking the lead on other Friends’ correspondence such as sending Sympathy/Get Well cards. Friends accepted to have Pat and Maureen as cosigners.
	+ Friends accepted Joe and Ray’s offers to co-chair our annual book sales (estimated 60hr/year): includes advertising; Angela agreed to help if needed for online advertisements (booksalefinder.com)
	+ Friends accepted Joe’s offer to be public secretary
	+ Friends accepted Ben and Heather’s offer to volunteer sorting books
		- Based on availability—even ½ hour per week is helpful; Teen volunteers are an option as long as there is adult supervision
	+ Friends accepted Angela’s offer to hold the April volunteer luncheon (with help from Catherine as it is Angela’s first luncheon), usually held during WH schools’ April vacation
		- Specific duties can be assigned at February 2020 Friends meeting; Budget ranges $170-$250. Kathy and Ray agree to pick up pizza as they usually do.
* Meeting minutes and Friends by-laws will be posted on the Friends website (Tech Services Shannon Angelone can possibly help; if not Ben/Alan can potentially help keep it updated).
* By-law Changes:
	+ Article III Membership—Section 2 should include categories Individual, Senior, Family, Youth, and Lifetime.
	+ Article IV Officers and Duties—Section 4 should amend duties of Treasurer to submit a fiscal year-end report as well as file tax info for the year.
	+ Article V—Funds Section 1 should change fiscal year to July 1st to June 30th. Section 3—The final word “Secretary” to be replaced with “or a member of the Board or a designee”.

**Next meeting: January 7th 2020 at 6:00pm—Main Branch—Connie Sacco Room \*\*Snow date 1/14/20**