

**Friends of the Clapp Memorial Library Monthly Meeting— November 8, 2018**

A meeting of the Friends of Clapp Memorial Library (FCML) was called to order by Paul Geoffroy, President at 6:35pm. Members signed in on an attendance sheet which will be attached to the official copy of the minutes.

1. Treasurer’s Report was presented by Brian Mailhot, Treasurer. Note the encumbrance of $52,324 for heating and air conditioning based on the vote at the September 13, 2018 meeting.

2. Meeting Minutes

A: Motion made to accept the November 2018 meeting minutes as submitted. Seconded and unanimously approved.

3. Old Business

A: Friends Brochure:

* Summer hours may/should change (based on new air conditioning system)
* Although PayPal charges a fee, it is worth it to have this convenience?
* Who gets brochures? Realtors? New resident letters from trustees.
* What is the cost? Meredith will get costs options.

1. Discover pick-up. 14-15 people helped in the pouring rain.
2. HVAC – Basement timeline. Work should begin in the next 2 weeks.

4. New Business:

1. Wine Tasting Dates. Saturday, February 9, 2019. Snow day February 16, 2019 7:00-9:00pm.

Basket for door prize. Carding at the door. Provide snacks.

1. Book donations can begin after December 1, 2018
2. Job Descriptions. Where does this stand? Put job descriptions from by-laws in September Newsletter (Fall/Winter). Put on agenda for August meeting.
3. Taxes are done. W-9s for service providers are being sent. Tax specialist suggested that we have a guiding document that is sent with the yearly funding check to the library. Confirms budget amount, time period, and a statement of understanding. Brian created a letter that meets these requirements and Sheila will sign it.
4. Country Bank CD comes due in November 11/25/2018. Confirmation that we will cash it in and put it into our business checking account. $51,173.55 at renewal statement date.
5. North Brookfield CD is maturing 11/13/18. $20,750 Should we leave it in an account with a regular return (although low rate)? The renewal rate is .6 percent. Motion to renew for one year. Seconded and passed.
6. Renew our insurance for 2 years. We will be sent the bill.
7. Should we consider taking credit cards at book sale? Perhaps use a tablet and a card reader? Worth investigating.

Motion to adjourn 7:28pm.

Minutes respectfully submitted by Martha DuroShea, Recording Secretary

Next monthly meeting is January 10, 2019.