

Friends of Tyler Memorial Library – Charlemont & Hawley, MA

Date: December 1, 2023

Attendance: Mary Ann Adams, Mary Ellen Banks, Janice Boudreau, Kerlin Conyngham, Kim Gabert (L), Lisa Johnson(T), Andrea Santos(T),

Mary Ann Adams, Kate Stevens, Barbara Beall

IN ABSENTIA: Cheryl Handsaker

Topic	Discussion	Action
Review/Approval of minutes	<p>Minutes were approved with addition of 2 items to the bylaws: The additional bylaw changes that were approved at the meeting and were left out of the 11/3 minutes are as follows:</p> <p>Article VI The heading was changed to read “Election of Officers and At Large Board Members</p> <p>In the second sentence of Section 1 we inserted “at large” before Board members so it now reads:</p> <p>At the annual meeting, the nominating committee shall prepare and present a slate of candidates for officers and at large Board members to fill open positions.</p>	With these additions, the minutes were approved unanimously.
Updates	<p>Bylaws: With the final vote to the bylaws accepting them it was agreed that the Bylaws Committee can be discontinued</p>	Thank you to Lisa, Mary Ellen and all for their hard work on the bylaws
	<p>501C3 Committee: Andrea, Barbara and Kim have reviewed the items necessary to become a non-profit. Kim noted that we need a Registered Agent. It is defined as the individual who will collect mail and any notifications from the state and distribute to the Friends. Kim has offered to be the agent and to use the library address for correspondence. All Friends papers can be maintained/kept at the Library.</p>	Kim will double check to see if it is acceptable for her to be the Registered Agent.
	<p>Nominations Committee: Since Barbara was not at the meeting last month, she wanted to be sure that while we completed the slate of officers (minus one at large member), that it was done transparently and that everyone had the chance to step forward for a position. Lisa noted</p>	-A Nomination Committee is not necessary at this time. Term limits will be applied to the appointments for the Board.

	<p>that she was a witness to the ease at which the Friends stepped forward to assume positions that were noted. Future appointments will be done with a more formal approach.</p> <p>A vote was held to accept the current slate of Board positions.</p>	<p>-Janice will contact Cheryl Handsaker to see if she wants to be on the Friends, and if she wants to be a member at large.</p> <p>The Committee voted unanimously to accept the current slate of Board positions.</p>
	<p>Outreach: Several events are in the works.</p> <p>-Author Joan Livingston will be reading from her books and explaining the writing process on Saturday, Dec 2 at 3pm</p> <p>-Storyhour: the last Storyhour for this year will be Dec 9th. We have had very little attendance, or interest.</p> <p>-Holiday crafting: Library will host a holiday crafting session with MaryAnn on Thursday Dec 7th from 5 to 7. A sample display is up in the library.</p> <p>-Sat. Jan. 24th at 1pm we will host the Climate Café. Kate has attended one and felt it was a powerful program. It involves sharing our feelings with others about the state of our world.</p>	<p>Spread the word ! Invite your friends. These events are designed to assist in getting people to the library and sharing it's space with the public.</p>
Library Drop Box & Signage	<p>The library drop box is painted and has lettering on it. Thank you to the painters! Kerlin and Andrea for making it happen.</p> <p>Discussion about how to get a library icon sign up in front of the Town Hall building entails checking with the town and state highway system to see if and where we can have one put up. It was suggested that Kim might check with a library list serve to pose the question to other librarians. Janice noted that an 18-inch square sign is allowed by the town bylaws.</p>	<p>Barbara will reach out to Sarah, the town administrator to see if she knows the process for getting this installed.</p>
Other Business	<p>Mary Ann will now be doing the minutes and sending out the Agenda for meetings going forward.</p> <p>We should let each other know (via minutes) who is working on activities and programs. It has been a bit organic, talking with Kim and volunteering to assist.</p>	<p>Mary Ann will create a list of ongoing projects/activities and send out to the Friends .</p>
Proposed meetings 2024	<p>Next meeting is January 5, 2024. Following meetings are scheduled for February 2, March 1, April 5, May 3, June 7, 2024.</p> <p>All @3:00 PM via ZOOM</p>	

Minutes respectfully submitted

Mary Ann Adams