**Lawrence Public Library Friends & Foundation**

**Board Meeting Minutes - November 27, 2023**

**Present:** Kassie Nieters, Mary Gage, Joan Golden, Nancy Hambleton, Kelly Hart, Blanca Herrada, Annamarie Hill, Jane Medina, Craig Penzler, Rachel Rademacher, Stan Ring

**Staff Present:** Angela Hyde, Logan Isaman, Kathleen Morgan

**Welcome and Intros**

Kassie called the meeting to order at 5:31 PM

**Consent agenda**

October 2023 meeting minutes

October 2023 financial statements

* Jane/Stan - Approved

**Board of Trustees Report**

* Kassie and Kelly report
* Behavior policy extension to campus approved
* “Unfurled” puzzle release was a big hit
* Held executive session

**Executive Director’s report**

* Kathleen reports on annual reflections
* On target or exceeding all book sale and fundraising budget goals
* Three remaining LPLFF policies will be reviewed in 2024
* Volunteer programs are running strong
* Cap Fed Foundation has renewed the grant for Retirees program for two more years
* Library Landscapes project continues to go well. Ordered more puzzles today
* Annual mailing sent to the printer three weeks ago and is still not out. Bah!

**Committee reports**

1. Finance

* Joan reports
* 990 is complete and submitted
* DCCF fund statements as of Sept 30 show growth
* LPLFF owes library about $112k for staff reimbursement, restricted fund transfers, etc. due to accountants changing; will complete this by the end of the week
* Projected endowment balances and distributions were reviewed by the board
  + 4.5% distribution recommended
  + Will know by mid-February how our Q4 ends
* Draft of 2024 operating budget was reviewed by the board
  + Stan/Craig - Approved

2. On-site book sales

* Annamarie reports a “pretty darn good” October sale! $19k raised
* Friends Express still going strong
* Biggest expense of the year is an electric garage door opener–a great benefit for volunteers!
* Pre-Thanksgiving house cleanings led to a whole lot of donations last week, back to normal this week
* Season’s Readings happens 12/16
* Annual goal ($91,300) has already been exceeded!

3. Internet sales

* Stan reports
* Expected “November slump” is here but uptick in December is expected
* Kassie is interested in joining the internet sales team

4. Membership and fundraising

* Nancy Hambleton reports
* October was strong with New Chapter Society coming in, over $50k
* Planning for After Hours has begun
  + Idea: at the fundraiser we should record library stories in the studio

5. Advocacy

* Kassie reports
* Cohosted state legislative breakfast with NEKLS
  + Good representation from all boards
* Continue gathering stories about the library and its importance
* Cori Wallace from the City will present the Homelessness Strategic Plan to staff and board members on 12/8 from 8:30-10 AM.

**New business**

* Kathleen reports
* Retirement Boot Camp
  + 1,031 people are signed up for the newsletter
  + Received a cease and desist due to the name “Retirement Boot Camp” being trademarked by a New Hampshire company. Working to rebrand the program.

**Executive Session to be rescheduled**

* Doodle poll will be sent to board to set a date/time

**Adjournment 6:33 PM**

The next regular Board meeting will be held Monday, January 22, 2024 at 5:30 PM

Respectfully submitted,

Logan Isaman

**Executive Session (Date)**

The LPLFF board met virtually in Executive Session on (date and start time) to discuss the Executive Director’s annual performance evaluation. The session ended at (time). Brandon will meet with Kathleen to provide feedback and also will relay the board’s evaluation and comments to Brad.