

Meeting Minutes: Friends Meeting

Date: April 1, 2026 **Time:** 5:15 PM **Location:** FFL

Attendees: Renee Mayer, Lynsey Lacourse, Mike Grace, Mark White, Marty Davis, Elizabeth Cram, Katie Welsh

Absent: Josh Reyes, Lisa Gosselin, John Cloutier

1. Current Financial Snapshot

Lynsey provided the financial update as of April 1, 2026:

- **Current Balance:** \$17,330.29
- **Credits:** +\$0.46 (Interest), +\$33.38 (Stripe Transfer)
- **Debits:** -\$250.00 (Duncan Watson)
- **Recent Stripe Transactions:** Included \$25.00 from Erin Kelly and \$10.00 from Don Lavalette

Members to be added/updated:

Erin Kelly
37 Grove St
Claremont, NH 03743
erinalyssakelly@gmail.com

Don Lavalette
129 Charlestown Rd
Claremont, NH 03743
donlavelette@gmail.com

2. Board of Trustees (BOT) Liaison Report

- Josh was absent and may not return until June; Renee will reach out regarding his travel schedule.
- Marty and Elizabeth attended the last BOT meeting, where Marty shared an update on the Friends group. No relevant updates to share from the BOT meeting.

3. Tax Filing for 2025

- Renee and Lynsey have rescheduled their meeting to Monday evening to finalize tax filings.

4. Executive Director Transition

- The position has been officially posted.

- Mike and the staff are meeting this week; Mike has also met with the City Manager, though no new information is available yet.

5. Book Sale Status Update

- **Volunteers:** Lynsey & Renee created sign up sheet. Sent out to friends email list on 3/31. Sufficient volunteers have signed up for Friday and Saturday shifts. Pre-setup will require additional help, potentially from high school volunteers.

Book Sale Shift Assignments

The group determined the following targets for the Friday and Saturday sessions:

- **Friday, 10:00 AM – 12:00 PM:** 2 volunteers.
- **Friday, Shift 1:** 3 volunteers.
- **Friday, Shift 2:** 3 volunteers.
- **Saturday, Shift 3:** 4 volunteers.
- **Saturday, Shift 4:** 4 volunteers.

Specialized Roles

Beyond the general sale shifts, specific numbers were set for preparation and technical tasks:

- **Pre-setup:** It was noted that this phase will require "more folks," and the group is waiting to see if high school volunteers will be available to help.
- **Organization (TWR):** Up to 6 people.
- **Pricing:** Only 2 people are assigned to this task (Elizabeth and Katie).
- **Promotion:** A sandwich board will be placed tomorrow. Promotion is active on Facebook, WUC, the Claremont Newsletter, and via email. Elizabeth will contact the Valley News, and Renee will follow up with CCTV.
- **Logistics:** Elizabeth is providing Hannaford bags for the sale. A QR code for payment will be ready, and membership lists will be available for Friday.

6. Funding & Grants

- **CSB Grant Application (Deadline April 19th):**
 - The project involves digitizing approximately 400 remaining microfilm reels (estimated total cost of \$80,000).
 - Priority will be given to the *Daily Eagle* and *Claremont Advocate*.
 - The Friends group is willing to match up to \$5,000 contingent on the award; a formal vote will occur once a quorum is present.
- **Center for Cartoon Studies (CCS):**

- The group discussed purchasing educator bundles (\$175 for 50 copies) for circulation and giveaways.
- Top picks include *Democracy*, *How We Read*, and *Mental Health*.
- The group is in favor, pending a quorum for a formal vote.

7. Friends Webinar Update

- Approximately 10 people attended the recent webinar, with Nashua highlighted as an exemplar.
- The group recommended aligning future webinars with library strategic planning.

8. Recent Events & Fundraising

- **Duncan Watson Event:** Exceeded expectations with 21 attendees. Future events may target local authors.
- **New Ideas:** Discussed a "Little Book Sale Shelf" with \$5 books and QR code payments, as well as potential restaurant partnerships.

9. Mike's Retirement Party

- Scheduled for April 14, 2026, from 1:00 PM to 5:30 PM.
- Renee will inquire about the window for distributing flyers.

Follow-Up Tasks & Deadlines

Owner	Task	Deadline / Status
Renee & Lynsey	Meet to finalize 2025 Tax Filings and discuss member update	Monday, April 6
Renee	Reach out to Josh regarding his Board of Trustees (BOT) availability and travel.	Ongoing
Renee	Follow up with Josh Nelson (CCTV) regarding book sale promotion.	Before Book Sale
Mike	Pull together the prioritized list of microfilm reels to be digitized for the CSB Grant.	April 10

Mike	Keep the group posted on Executive Director hiring/interim plan updates.	Ongoing
Elizabeth	Send book sale information to the <i>Valley News</i> .	Before Book Sale
Martha	Prepare the Gilmore room for the upcoming sale.	Before Book Sale

Pending Decisions (Requires Quorum)

The following items were discussed and generally favored, but require a formal vote at a future meeting when a quorum is present:

- **Grant Matching:** Approval of a Friends match of up to **\$5,000** for the CBS Grant application.
- **CCS Materials:** Formal approval to spend **\$575** on the Center for Cartoon Studies "Educator Bundles" (Democracy, Literacy, and Mental Health titles).

Next Meeting Date: May 6, 2026, at 5:15 PM at FFL.