

Meeting Minutes: Friends Meeting

Date: May 5, 2026 **Time:** 5:15 PM **Location:** FFL

Attendees: Renee Mayer, Colin Sanborn, John Cloutier, Mark White, Marty Davis, Elizabeth Cram, Katie Welsh

Absent: Josh Reyes, Lisa Gosselin, Lynsey Lacourse

1. Current Financial Snapshot

Renee provided the financial update as of May 5, 2026 in Lynsey's absence:

- **Current Balance:** \$19212.89
- **Credits:** +\$0.45 (interest), +\$1658.25 (book sale), +\$223.90 (Stripe transfer from book sale)
- **Debits:** none
- Nine new members joined via Stripe during the book sale.

2. Board of Trustees (BOT) Liaison Report

- Renee attended in Josh's absence.
- This was Mike's last meeting - see more details on the transition below.
- The circulation report was presented and numbers looked as expected.
- Staffing is hanging in there but will be further stressed with Elizabeth's upcoming surgery.
- The roof project is on track.
- Mike submitted numbers for the upcoming budget before his retirement; it has been tentatively approved and awaits final approval. This budget does contain increases over last year.

3. Tax Filing for 2025

- Complete.

4. Executive Director Transition

- Colin has been named interim director; he previously served in this role for 2-3 months before Mike was hired.
- The city has received promising applicants for the role, but the library staff has not received any specifics yet. The application flow goes HR > City Manager > library staff > trustees.
- The staff and trustees have unofficially named the library director's office the Michael Grace Room and will put up a plaque once this is voted on by city council.
- The Friends are proposing to plant a tree in Mike's honor as part of a Parks and Rec project in Broad Street Park.

- Renee is working with Justin from Parks and Rec on this.
- It will be a flowering crabtree at a cost of just under \$300. This will come from existing Friends funds with no additional fundraising needed.
- The library property is not under the jurisdiction of Parks and Rec, and it will be easier and more cost effective to participate in the existing park project than to try to start a separate project to plant a tree on library grounds.
- When the tree is planted there will be a temporary yard sign showing that it was in Mike's honor.

5. Landscaping

- Log Cabin has offered to donate plants for the planter by the sign. Marty will take point on this as he did last year and keep Colin updated.
 - The library staff has requested no weed whacking around the sign in order to preserve the spiderwort.
- Colin will look into tree removal - this would have to be approved by the city.
- Ideas were brainstormed for other landscaping possibilities in the future.
- It was noted that there is money in the city budget for a beautification project for the city in general. The library might be able to participate in this.

6. Book Sale Recap

- **Thanks** to all volunteers for your hard work!
- Everything went smoothly with a total profit of \$1881.90.
- 27 members joined or renewed during the sale.
- We would like to be open more hours next year.
- We have about 200 boxes of books at Josh's and Elizabeth has an additional 50. We may need to consider a disposal policy; the library has as service they use.

7. Recruitment

- Events like the book sale and Blind Date with a Book have been our best recruitment tools.
- We want to build connections with local businesses.
 - Last year Mark hand-delivered a recruitment letter to local businesses and five responded.
 - There's the potential for a separate corporate tier of membership and/or business sponsors for special projects, events, and displays.
- Mark suggested recruitment through the schools.
- Katie suggested recruitment at summer reading events - have a Friends volunteer there for that to avoid more work for library staff.

8. Alumni Parade

- We will be marching in the Alumni Parade on June 13th and all members are encouraged to join us!
- Along with bookmarks advertising summer reading programs, we should give out candy this year.

9. Funding & Grants

- **CSB Grant Application:**
 - The project involves digitizing approximately 400 remaining microfilm reels (estimated total cost of \$80,000).
 - The application was submitted and we should hear in early June.
- **Center for Cartoon Studies (CCS):**
 - The estimated cost for the materials Martha requested is \$575.
 - The group is in favor but an official vote will happen when a quorum is reached or by email if necessary.
 - Whether the library wants to provide these materials is up to the library; the Friends are voting on whether to provide the funds if requested.
- **NH Moose Plate:**
 - There is a grant for the preservation of historical documents.
 - A letter of intent is required by May 15th.
 - Renee and Colin will connect to decide whether to apply.

10. Friends Webinars

- Upcoming webinars are taking place on May 16th and June 13th if anyone wishes to attend.

11. Appeal Letter

- Renee will send out a draft before next meeting so we can fine tune it then.
- Katie offered to help with editing.
- This generated a few thousand dollars last year.

Next Meeting Date: June 3, 2026, at 5:15 PM at FFL.