

Friends of the Poughkeepsie Library District
Board of Directors Meeting Minutes
16 May 2007

Members present: Bronwen Beaudette, Peter Bergamo, Suzanne Christensen (President), Katie Coulter, Christine Cuttler (Treasurer), Larry Hughes, Jackie Klein (Vice President), Mark Nelson (Secretary), Margaret Oettle, Terri O'Shea, Richard Placke, Murray Solomon, Rocco Staino, and Karl Zetterholm.

PPLD representatives present: Janet Huen, Gareth Davies, and Debora Shon.

The President called the meeting to order at 5:30 PM. The minutes of the April meeting were accepted as published with minor corrections.

Treasurer's Report (Christine): In April we contributed our 2006/2007 Annual Appeal receipts to the PPLD in the amount of \$31,542. The Junior League contribution of \$8000 was also donated to the PPLD. We received \$550 in contributions, \$840 in bus trip receipts, \$8 in tote bag receipts, \$935 in Annual Appeal receipts, and \$120 in membership dues. Expenses included \$850 for rent for High Street, \$100 for cookies for the Arthur Read-Aloud Event, and \$110 to the MHLS to reimburse for a hand truck that was stolen at the large book sale.

President's Report (Suzanne): Once Adriance closes for the renovation, future board meetings will be held at Vassar College, the MLS Auditorium, or the Manor at Woodside.

Committee Reports:

Book Sale (Frank): Due to the reconstruction of South Hills Mall (SHM), our large sale will be held on 22-26 June. The other alternatives to the sale did not materialize. Alternatives to High Street are being pursued to coincide with the sale to minimize work required to move our inventory. For us to use the SHM space, we would have to pay for the repair of emergency exit lights which were damaged by liquidators who damaged the equipment. The expense is expected to be approximately \$1,900. SHM will attempt to get reimbursement from the liquidators who damaged the lighting. We are having some difficulty finding sufficient tables for sale. The timing of the sale makes getting volunteers more difficult. All FPPLD board members are asked to volunteer and recruit as many volunteers as we can. Our work moving materials to the sale begins on 15 June. Setup at the mall begins on the following Tuesday.

A motion to expend an estimated \$1,900 to cover the SHM renovation expense passed unanimously

Planning (Suzanne C.): The committee is focusing on the development of a strategic plan and vision statement for the FPPLD. The work consists of creating a 5 year, 3 year, and 1 year plan and vision statement. Surveys to FPPLD board members and a sampling of FPPLD members have been mailed. The committee is reviewing the mission statements of other friend's groups.

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Program Committee (Suzanne C.): The committee is planning an essay contest around the theme of “Adriance: Now and Then” (where “then” is after the renovation is complete). Winners will be invited to our Annual Meeting. The current thinking is \$50 for first prize, \$25 for second prize, and \$10 for third prize. One of the missions of this committee is to handle issues which arise and need to be handled prior to the next meeting. The bus trip to Greenwich Village was a complete success! The committee is planning a staff recognition event prior to the move.

Fund Raising (Suzanne G.): The committee has decided that the FPPLD’s primary fund raising event (other than the book sale) will be an auction, which will be held in the spring of 2008. The committee needs items for auction as well as assistance in planning the event.

PPLD Report (Terri): The PPLD thanked us for our generous donation at the Read-Aloud. The most recent PPLD meeting focused on the budget process. The move to temporary quarters will start in October to a location that will be announced next week.

Naming Opportunities (Suzanne C.): The Advancement Committee has received an updated naming opportunity list from Tom Lawrence which has been mailed to each FPPLD board member. Please respond to the survey. We will vote on the naming opportunities at the June meeting.

Property Search (Peter): Peter presented the three leading contenders. All have restrooms and cooperative landlords.

1. **Elm Street:** 2,160 sq. ft. with a 360 sq. ft. office, which is heated and has air conditioning. Sorting space remains the same (no room for expansion). Location is around the corner from High Street. There is a four-foot loading dock.
2. **Violet Avenue:** Three rooms (1,890, 390, and 1,271) sq. ft. are available, Office space. Easy Access. Loading and unloading is on the ground level floor.
3. **Derf Building:** 4,000 sq. ft. available, subdivided to our needs (room for expansion). Large parking area.

Accounting Procedures: The PPLD has been informed by their accountant “supporting organizations” of the PPLD which meet certain criteria have to have their financial results incorporated into the PPLD’s financial statements. We are reviewing this assessment. If we are required to report our results with the PPLD, we would have to have our financial statements subject to some level of review or audit. We suggest that our review/audit be done as a part of the PPLD audit and included in PPLD audit expense.

The meeting was adjourned at 6:43 PM. The next meeting is on Wednesday, 20 June 2007 at 5:30 PM at Adriance.