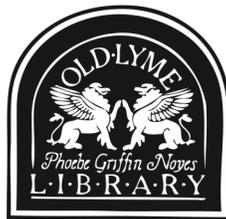




## 2018 Friends Annual Report



Annual Meeting: Thursday, June 7

10:00 AM

Library

Community Room



# AGENDA

**Guest Speaker:** Sydney Williams,  
author of *Notes from Old Lyme: Life on the Marsh and Other Essays*

Break for refreshments and an opportunity to  
visit the informational tables set up in the corners.

Committees represented:  
Gardening, Hospitality, Membership, BookCellar

## BUSINESS MEETING

1. Greetings from the Chair – *Leslie Massa*
2. Approval of Annual Meeting Minutes of June 7, 2017  
*Janet Olsen*
3. Board of Trustees' Report  
*Lynn G. Fairfield-Sonn, Board President*  
*presented by Kirsten Sicuranza, President Elect*
4. Library Director's Report – *Katie Huffman*
5. Treasurer's Report – *Steven Ross*
6. The Garden Gang – *Nan Strohla*
7. Phoebe's BookCellar – *Claudia Condon & Joan Overfield*
8. Hospitality & Membership Committee – *Cheryl Poirier*
9. Bylaw revision and vote – *Mary Seidner*
10. Nominating Committee – *Suzy Bolduc & Jen Harvill*
11. Friends' questions, comments, suggestions and ideas

Adjourn business portion of meeting

## *Chairwoman's Report Annual Friends Meeting June 7, 2018*

*"Perseverance is the hard work you do  
after you get tired of doing the hard work you already did."*

--Newt Gingrich

Perseverance, passion and collaboration defined our year.

You are here as Friends of the Library and we honor your commitment, dedication and energy to your chosen volunteer work. Today you will hear about all the areas of work and opportunity as a Friend.

As a council, we continued our path of transformation of the Friends organization by solidifying our mission and vision, defining what it is to be a Friend, and reviewing and revamping our by-laws. This continues to be a collaborative effort with Katie Huffman and the staff of the Library so that the time, energy and direction of the Friends best serves and supports the Library through financial support, service, advocacy and awareness. You will hear from Mary Seidner who will guide you through the proposed changes to the by-laws to help us stay current and strong as an organization.

Our treasurer, Steven Ross will share our financial status and prepare us to meet our future pledges to the Library. And our Nominating Committee Chair, Jen Harvill, will present our slate of council members and officers for the next year. You will also hear from Cheryl Poirier who, with her Membership Committee has continued the efforts to entice new Friends in our fold as well as planning for ways to support and involve existing friends so they can have the most impact and fun. Cheryl will also speak about the creation of membership materials to better define and clarify all roles and opportunities.

In Phoebe's Bookcellar, we continue to see great dedication, passion and progress made by the volunteers and leaders. Even as we had to wish co-chair Ann deSelding goodbye because of her relocation, not a beat was missed. Claudia Condron recruited Joan Overfield and as a result, the Bookcellar continues to thrive under their passionate and creative leadership. So much so that the efforts and results of the volunteers and leaders of the Bookcellar have won an award of excellence by the Friends of Connecticut Libraries. The Friend of Connecticut Libraries is a non-profit organization consisting of state-wide Friends groups and organizations who believe that libraries are an essential resource for the citizens of our State. There will be a presentation and celebration of this award this weekend at the FOCL annual meeting at Middlesex Community College. The Bookcellar continues to be run on the energy, creativity, passion and pleasure of 70 volunteers and currently accounts for all the funding that the Friends provides the Library. Our pride and gratitude run very deep for this hometown treasure.

In the garden, among the grounds and in the festive and ever-changing entrance planters of the Library, we enjoy the beauty and seasonal changes that the Garden Gang manages with the green thumb guidance of the Nan Strohla. How grateful are we for results of their labor so that our library's gardens and entrance plantings greet the community with such natural beauty.

Putting on a good party is another important role of the Friends. With the creative efforts of the Hospitality Team, led by Cheryl, you will hear about the Hospitality Team's role in transforming the Library into a place of celebration, honor, or recruitment. Thank you for your transformative and delicious work today as you turned this meeting space into a mini Friends convention for the purpose and pleasure of our Annual Meeting.

Yes, it has been a year of perseverance, passion and collaboration. Hard work does indeed pay off. We are here to celebrate that and to celebrate YOU. YOU who offer your time, creativity, innovation, energy and passion as you love and serve this Library.

Forever grateful,

*Leslie Massa*

**Minutes**  
**THE FRIENDS OF THE OLD LYME PHOEBE GRIFFIN NOYES LIBRARY**  
**Annual Meeting - Wednesday, June 7<sup>th</sup>, 2017**  
**10 A.M. in the Community Room**

In attendance: Council Members Katie Balocca, Suzy Bolduc, Jennifer Harvill, Leslie Massa, Julie O'Brien, Steven Ross, Mary Seidner, Karen Smith, Tammy Kaye. Also in attendance, BookCellar Co-Chairs Claudia Condon and Anne deSelding, and members of the Friends of the OL-PGN Library.

**Greetings and Report from the Chair:** Leslie Massa welcomed the group. She summarized highlights from her report (**attached**), among them a welcome and appreciation for the arrival of Katie Huffman as Library Director. She noted that the process of retooling and refreshing that has been occurring in the Library has its parallel within the Friends organization. She then reviewed the agenda, touching on such highlights as the BookCellar's success in helping to fill a financial gap in the absence of the Bookworm Ball, the beautiful results of the garden crew's hard work, success in the recruitment of new Council members and the important process of defining a mission and vision statement for the Friends.

Filling in for Secretary Janet Olsen, Katy Klarnet noted that the minutes from last year's meeting were previously distributed. A motion to approve the minutes as written was asked for and passed.

**Board of Trustee's Report (attached):** Alan Poirier president of the Board of Trustees thanked the friends for their hard work and support of the Library. He noted that Board membership is evolving, with new member Jamie Alpha soon to be joined by others currently in the nomination process. Retiring Board members include Alan Curtis, Mark Mazzalupo, Adam Seidner and Roger Smith. He announced the names of new Officers (see report) and concluded by reiterating the Board's appreciation for all that the Friends contribute. "What you do is incredibly important."

**Library Director's Report (attached):** Katie Huffman expressed her gratitude to the Friends, for their warm welcome, for their important financial support and for the insight they have given her into the nature and needs of the Old Lyme community. She noted that the Friends contributed \$30,000 to this year's operating budget, which went toward the purchase of books, movies and audiobooks, museum passes and online databases. She added her thanks for the many in-person ways that Friends contribute. "This building shines because of your support."

Katie reminded the members of two important events, one upcoming and one ongoing: the Founder's Day celebration on June 28; and a major renovation/planning project announced earlier this year. She encouraged the members to share their ideas on things to incorporate in the planning process.

**Treasurer's Report (attached):** Steven Ross began by noting that he had enjoyed working with the Council in his first year as Treasurer. He thanked Tammy Kaye for filling in while he was in Florida, saying that the arrangement had worked well. He pointed out that the Friends of the OL-PGN library is unusual among Friends groups in providing significant operating funds for the library. This year's contribution will total \$30,000. BookCellar sales have been strong. The "Bookworm Challenge" program, developed as a fundraising alternative to the Bookworm Ball raised \$8,290 ("offset by \$0 expenses.") Steven presented a check, via Roger Smith, to Katie Huffman. He also drew attention to the amount the Friends have donated to the Library over the past 8 years – a total of \$299,290. He proposed that the Friends commit to a pledge of \$22,000 for the 2017-2018 year, with the hope that an additional \$3,000 may be added if a safe surplus continues to be maintained. Later in the meeting, Steven asked that members think about new fund-raising events and ideas for the year(s) ahead. The Bookworm Challenge was a unique program prompted by special circumstances and would not be as effective on an ongoing basis. A BookCellar 20<sup>th</sup> Birthday Celebration was promptly suggested.

**Minutes (cont'd)**  
**THE FRIENDS OF THE OLD LYME PHOEBE GRIFFIN NOYES LIBRARY**  
Annual Meeting - Wednesday, June 7<sup>th</sup>, 2017  
10 A.M. in the Community Room

**Garden Report (attached):** Nan Strohla thanked the Garden Committee members who help to maintain the gardens and noted that new members are very welcome. She also thanked the staff members who watch and water the pots when necessary.

**BookCellar Report (attached):** Claudia Condon reviewed some of the year's highlights: strong sales of over \$18,000; expanded hours for summer Saturdays; rare and collectibles sales of \$5,400; and the newly launched South Lyme satellite location. Changes to the cellar include new signage and upgraded shelving. The BookCellar celebrated its 20<sup>th</sup> Birthday in April and a volunteer tea was held to applaud the 64 current volunteers and to celebrate over \$300,000 that their and their predecessors' efforts have raised for the Library in that time. Anne de Selding spoke about plans for the Midsummer Festival sale, encouraging all who would like to volunteer. She also noted improved integration of Library and BookCellar efforts, such as the relocation of donated items to the Circulation area and the Cellar's hosting of "Lego Wednesdays" in collaboration with the Children's area.

**Hospitality and Membership Committee Report (attached):** Reporting for Cheryl Poirier, Jen Harvill noted highlights of the year for this newly formed team, including Mary Fiorelli's well-attended retirement party, a successful "Friend Raising" social and the development of an orientation program for new members. She described the work of a new task force in reviewing membership issues and responsibilities and concluded with recognition and thanks to the committee members whose efforts throughout the year and with refreshments for today's meeting are much appreciated.

**Mission and Vision Task Force:** Mary Seidner explained the reasoning behind the formation of a sub-committee to develop a mission and a vision statement for the Friends organization. She presented the statements as developed by the committee for comments and questions (**see attached**). A vote was taken and the statements were adopted as presented.

**Nominating Committee Report (attached):** Mary Seidner began by reviewing the process by which she, Leslie and Janet had been elected to their positions on the Council last year. She announced the slate of members nominated for election to the Friends' Council for the 2017-2019 term, which was unanimously approved. She concluded her report by announcing those individuals who are retiring from the Council.

**Recognition:** Leslie explained that the Council recently discovered that according to their bylaws, Katie Balocca, as a Library Staff member, may not serve as a member of the Council – despite the fact that she actually *has* participated as an invaluable member for several years. As a consequence, Katie has officially retired from the Council (although she will continue to serve as staff liaison), providing members with this opportunity to recognize and thank her for her outstanding – and ongoing service. Filling in for and sharing remarks prepared by Marsha Bansavage, Tammy Kaye spoke of our gratitude for her dedication, talent and energy. Katie was presented with a floral bouquet and received a standing ovation.

The business portion of the meeting adjourned at 11:00 A.M. and was followed by a presentation by Michaelle Pearson, distinguished author, longtime library patron and library trustee. Ms. Pearson spoke about the library's namesake, Phoebe Griffin Noyes, one of the women profiled in her book *Remarkable Women of Old Lyme* and shared information gathered in her research on the remarkable history of Phoebe's family and our Old Lyme community.

Respectfully submitted,

Katy Klarnet  
Former Secretary

Old Lyme-Phoebe Griffin Noyes Board of Trustees  
Report to the Friends June 7, 2018

Dear Friends:

The Friends and the Library Board and Staff have a close, longstanding relationship that has enabled the Library to change, grow and flourish to meet the needs of the Old Lyme Community. Your support of the library, whether it be through volunteer work, financial support, or as ambassadors in the community, is so appreciated and has culminated in **your well-deserved Group Award this year by the Friends of the Connecticut Library. CONGRATULATIONS!**

This year the Board of Trustees and the staff have focused on policies, the Building Renovation and strategic planning. We received a \$1 million grant from the State of Connecticut (contingent upon bonding support from the Town of Old Lyme) that has provided the cornerstone for this endeavor. We are working to position both the building and library services for the next twenty-five years and to meet the needs and desires identified by the Strategic Planning input from our community. We appreciate your support of our work in the community and hope that you will encourage your friends and neighbors to learn more about our new Building Renovation plans and the services we will expand once the renovations are completed.

For more details about what is happening at the library – please see Katie Huffman’s Report.

Board membership continues to evolve, with new and retiring members. New board members this year included Jamie Alpha, Ken Biega, Jane Cable, Mary Dangremond, Susan Fader, and Sondra Griswold. Alan Poirier and I will be leaving the board after six years. Roger Smith, David Preston and Skip Sibley will join the board in September 2018. Mary Dangremond is the current Friends Liaison whose enthusiasm for the work you do is contagious and widely shared. New Officers were nominated in May and will take office in September 2018.

The nominated officers are:

- **President** – Kirsten Sicuranza
- **Vice President** – Patrick Gingras
- **Treasurer** – David Stanland
- **Secretary** – Joseph Cipparone

Thank you all for the work you so willingly do to support the library and literacy in Old Lyme. You are an amazing group and we are lucky to have you!

Sincerely,

*Lynn G. Fairfield-Sonn*

President, Old Lyme - Phoebe Griffin Noyes Library Board of Trustees



## The Old Lyme-Phoebe Griffin Noyes Library 2017-2018 Director's Report

Dear Friends:

2017-2018 has been a very busy year at the Library. As you probably already know, our primary focus has been the Building Renewal Project. This spring we unveiled the feasibility drawings and began sharing the details of our plans with the community and garnering public support. Many of you came to hear about the project during our public meetings; thank you for your ongoing interest and support! We also shared the plans with the BookCellar volunteers at their Annual Tea in late April; thank you to Claudia and Joan for inviting us to attend and speak. Additional details about the project can be found in the Library's spring newsletter and on our website. We also invite you to attend an informational session if you haven't already done so; we have two meetings coming up on Tuesday, June 12 at 5:30pm and Wednesday, June 20 at 7pm. We anticipate the Town holding a special meeting for bond approval later this month or in early July. We'd love to see you there.

In addition to the exciting plans for the building, we've been busy expanding our program offerings and looking for ways to collaborate with the Friends and connect with our community. Last October, Children's Librarian Julie Bartley and Young Adult Librarian Nike Desis designed a special Haunted BookCellar, much to the joy of the Old Lyme Halloween-goers. Nike offered a new Harry Potter book club in the fall and a series of up-cycling programs and workshops over the course of the spring. In December, we worked with Claudia and Joan in the BookCellar to re-envision the Holiday Sale. The resulting plans moved part of the sale to the Reading Room; to encourage attendance, we offered live music on Friday evening and a special visit from story-telling pirates on Saturday morning.

In other news, we've been hard at work on improving our services to and communications with the public. Last fall, LION, the library consortium to which we belong, banded together to improve services by contracting with a private courier service after the state reduced delivery service between libraries in 2016. The new service supplements the state delivery of materials between libraries and has resulted in a significant increase in use of library materials. In addition, we unveiled a new online catalog last month. The new catalog features customizable browsing lists such as *New York Times Bestsellers*, *New Materials*, *The Great American Read*, and more. We've also been working with OverAbove, a local design firm, to develop a new logo and marketing package for the Library. We're not quite ready to reveal the final results, but please stay tuned!

The Library staff and I are so very grateful for all of the many ways you have supported these projects and so many more. In addition to lending frontline support, the Friends have provided significant financial support to the Library again this year. This year, the Friends pledged \$22,000 to support library services. You can see the ways in which we've put these funds to good use on the following page.

And last, but by no means least, thank you! Your helping hands, friendly smiles, and steadfast support continue to inspire us to dream big and keep on keeping on. Again, thank you, from all of us!

Katie Huffman  
Library Director



## The Old Lyme-Phoebe Griffin Noyes Library

### 2017-2018 Library Financial Report

2017-2018 LIBRARY BUDGET: FRIENDS OF THE LIBRARY FUNDS	
<b>INCOME</b>	
FY18 Pledge	\$22,000
Carryover from FY17	\$9,711
<b>Total Income</b>	<b>\$31,711</b>
<b>EXPENSES (AS OF MAY 20TH)</b>	
Books	
Adult Fiction	\$11,042
Adult Non-Fiction	\$2,245
Adult Large Print	\$1,080
Young Adult Books	\$1,693
Newspapers & Magazines	\$2,744
Online Resources (including eBooks, databases, and online learning)	\$7,401
Museum Passes	\$575
Programs	
Adult Programs	\$2,619
Young Adult Programs	\$983
<b>Total Expenditures</b>	<b>\$ 30,382</b>
<b>Balance Remaining</b>	<b>\$ 1,329</b>



## Treasurer's Report - Steven Ross

Friends Income & Expense Report	2017												2018		
	July	August	September	October	November	December	January	February	March	April	May	June	Year To date		
<b>INCOME</b>															
Book Sales Lobby	\$ 478.40	\$ 373.00	\$ 353.00	\$ 276.00	\$ 172.00	\$ 271.00	\$ 322.00	\$ 214.00	\$ 582.00	\$ 237.00	\$ 338.00		\$ 3,616.40		
Cellar	\$ 1,019.30	\$ 1,164.00	\$ 851.00	\$ 808.75	\$ 902.50	\$ 1,154.00	\$ 1,028.50	\$ 958.00	\$ 1,002.50	\$ 1,023.75	\$ 1,463.75		\$ 11,376.05		
Rare & Collectible	\$ 65.00	\$ 217.00	\$ 65.00	\$ 10.00	\$ 45.00	\$ 125.00	\$ 20.00	\$ 20.00	\$ 46.00	\$ 140.00	\$ 147.50		\$ 900.50		
On-Line													\$ -		
South Lyme (Satellite)	\$ 170.00	\$ 150.00	\$ 151.00	\$ 100.00	\$ 70.00						\$ 74.00		\$ 715.00		
Midsummer & Holiday Sales	\$ 1,570.55				\$ -	\$ 2,157.75							\$ 3,728.30		
<b>Total Book Sales</b>	\$ 3,303.25	\$ 1,904.00	\$ 1,420.00	\$ 1,194.75	\$ 1,189.50	\$ 3,707.75	\$ 1,370.50	\$ 1,192.00	\$ 1,630.50	\$ 1,400.75	\$ 2,023.25	\$ -	\$ 20,336.25		
Dues	\$ 60.00			\$ 20.00		\$ 20.00			\$ 20.00				\$ 120.00		
Donations													\$ 530.00		
Misc Income							\$ 250.00						\$ 250.00		
Interest	\$ 0.25	\$ 0.30	\$ 0.26	\$ 0.27	\$ 0.27	\$ 0.24	\$ 0.27	\$ 0.26	\$ 0.26	\$ 0.24	\$ 0.28		\$ 2.90		
Fundraising	\$ 225.00												\$ 225.00		
<b>Income Total</b>	\$ 3,363.50	\$ 2,129.30	\$ 1,420.26	\$ 1,215.02	\$ 1,189.77	\$ 3,727.99	\$ 1,620.77	\$ 1,192.26	\$ 1,650.76	\$ 1,400.99	\$ 2,023.53	\$ 530.00	\$ 21,464.15		
<b>EXPENSES</b>															
Donations to OLP/PGN		\$ 225.00	\$ 5,500.00			\$ 5,500.00			\$ 5,500.00				\$ 16,725.00		
Hospitality						209.03				\$ 34.78			\$ 243.81		
Misc Exp.			\$ 50.00	\$ 65.94	\$ 50.00								\$ 165.94		
Bookcellar	\$ 28.48	\$ 46.07	\$ 104.90	\$ 134.58						\$ 34.25			\$ 348.28		
Gardening		\$ 51.11		\$ 81.93							\$ 47.47		\$ 180.51		
<b>Expense Total</b>	\$ 28.48	\$ 322.18	\$ 5,654.90	\$ 282.45	\$ 50.00	\$ 5,709.03	\$ -	\$ -	\$ 5,500.00	\$ 69.03	\$ 47.47	\$ -	\$ 17,663.54		
Profit/loss	\$ 3,335.02	\$ 1,807.12	\$ (4,234.64)	\$ 932.57	\$ 1,139.77	\$ (1,981.04)	\$ 1,620.77	\$ 1,192.26	\$ (3,849.24)	\$ 1,331.96	\$ 1,976.06	\$ 530.00	\$ 3,800.61		
<b>Gardening Balance</b>	\$ 200.00	\$ 200.00	\$ 148.89	\$ 148.89	\$ 66.96	\$ 66.96	\$ 66.96	\$ 66.96	\$ 66.96	\$ 66.96	\$ 66.96	\$ 19.49	\$ 180.51		
<b>Less Expense</b>		\$ 51.11		\$ 81.93							\$ 47.47		\$ -		
<b>End of Month Balance</b>	\$ 200.00	\$ 148.89	\$ 148.89	\$ 66.96	\$ 66.96	\$ 66.96	\$ 66.96	\$ 66.96	\$ 66.96	\$ 66.96	\$ 19.49	\$ 19.49	\$ 180.51		

Revised 7/10/2017

## Garden Report for the Annual Meeting, June 7<sup>th</sup>, 2018



There are a number of folks who are helping to maintain the gardens in the back of the Library. Our responsibilities are seasonal except for the care of the pots at the front door which are changed 3 or 4 times a year. The area the committee covers is from the entrance of the Library to the back of the property.

- The committee meets once or twice early in the spring to prepare the gardens for the season; pruning, dead heading, weeding, planting, and cultivating.
- David Henderson brings his trusty red truck which the committee fills with pruned branches and weeds for our work sessions as well as controlling the weeds at the entrance of the Library.
- During the season, each committee member volunteers to take care of the garden for a week. This includes watering, weeding, dead heading the roses, and picking up any trash. It should take no more time than an hour twice a week. If people prefer to work with another person, this is arranged.
- Fertilizing and watering the roses is done by Eleanor Hufford, Suzy Bolduc, and Nan Strohla.
- Louise Ferrebe continues to take great care of the Japanese maple, planted in honor of Pat Proctor
- Linda Clough has taken over the pruning of the grasses around the small circle.
- There is a "put the garden to bed" session for the committee in the fall: cleaning up, pruning, weeding and planning for the following year.

The committee welcomes all new members. Please contact Nan Strohla or any committee member to join this dedicated group.

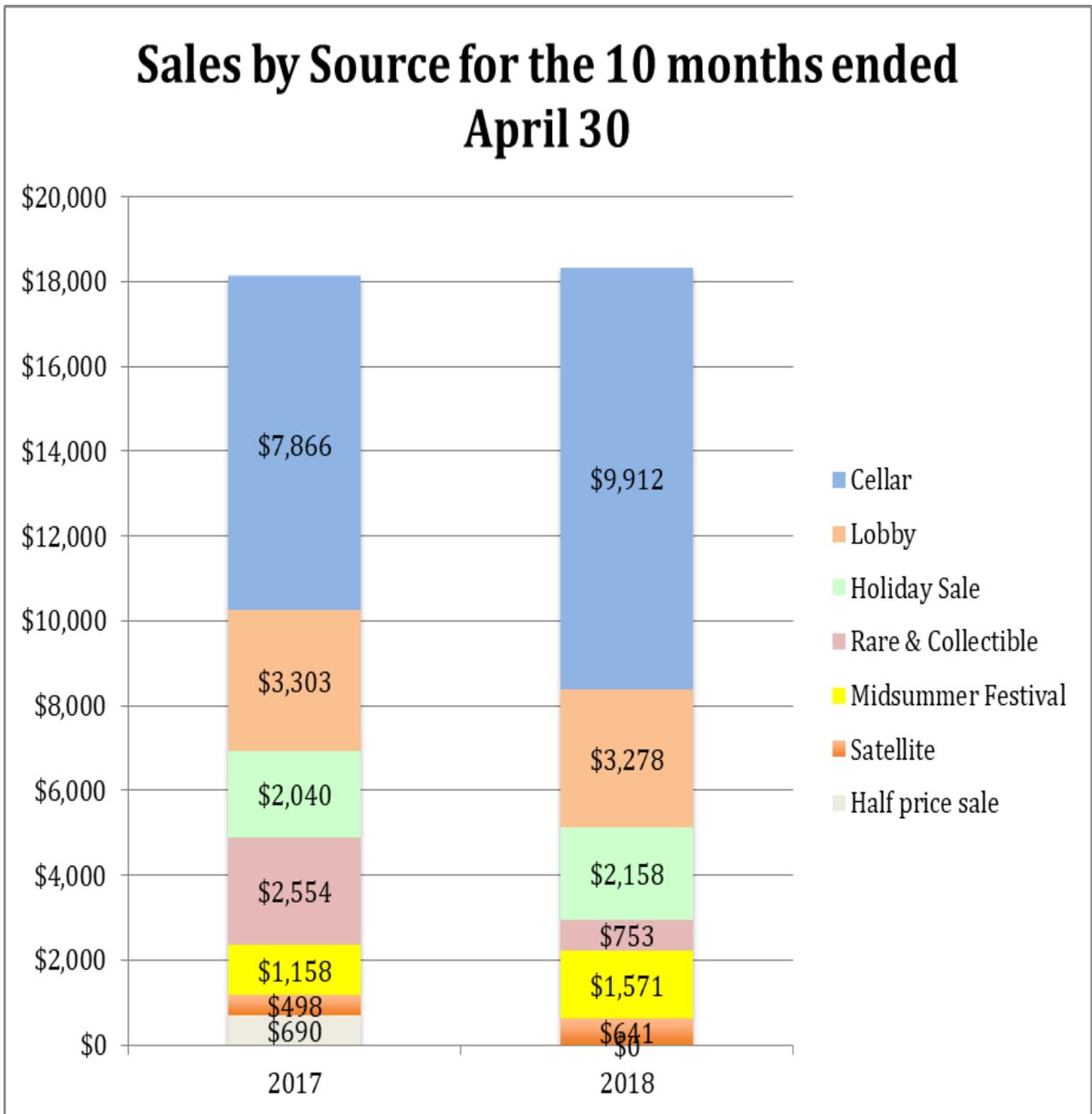
*Nan C Strohla*

Many thanks to the garden committee which consists of David Henderson, Susie Stutts, Agnes O'Connor, Louise Ferrebe, Suzy Bolduc, Eleanor Hufford, Linda Clough, Nancy Connell, Marianne DeBruyn, Frani Ross, Karin Kline, Adela Wilmerding, and Christina Gotowka. Several members of the staff, Linda Alexander, Evelyn Morgen and Katie Balocca, keep an eye on the pots and water when necessary which is greatly appreciated.

# Phoebe's BookCellar – Annual Report June 2018

Co-Managers: Claudia Condon and Joan Overfield

**Sales:** Sales for the 10 months ended April 30, 2018 were \$18,313, compared to \$18,116 for the same period in the prior year. Of note is the fact that sales in the BookCellar itself are up \$2,047 or 26% indicating our marketing efforts are beginning to pay off. Also, last year the spring half-price sale was held in April and this year in May, so those sales (\$870) in 2018 will not be reflected until next month. See chart below for details:



# Phoebe's BookCellar – Annual Report (cont'd)

## June 2018

Co-Managers: Claudia Condon and Joan Overfield

**Friends of Connecticut Libraries (FOCL) Award:** The BookCellar is the proud recipient of the FOCL Group Award based upon our support of the Library and the community, new and innovative programs and raising significant money and awareness by attracting the community to the Library. A group of BookCellar volunteers will accept the award at a ceremony in Middletown on June 9, 2018.

**May 2018 ½ Price Sale:** The sale was held on two days, Wednesday 5/2/2018 and Saturday 5/5/2018 and resulted in sales of close to \$900 (including Rare & Collectible books). The sale was well-publicized and signs were used to direct traffic to the Library from the highway which attracted many first time visitors as well as book dealers.

**Volunteer Tea:** On April 19, 2018, a tea was held in the Library community room to recognize our BookCellar volunteers. Special guests included Katie Huffman, Lynn Fairfield-Sonn from the Library board and Steven Ross representing the Friends Council. Each volunteer received a “Blind Date With a Book”.

**2017 Midsummer Festival:** This year's Midsummer Festival broke sales records both on the lawn (\$821) and in the Cellar (\$750) at the half price sale. We were set up on the lawn close to Lyme Street and all customers were directed to the half price sale in the Cellar, which brought in many people who did not know about the BookCellar before.

**2017 Holiday Sale:** The annual Holiday Sale was held on Friday 12/1 and Saturday 12/2/2017. New this year, the sale was relocated from the Community Room to the Reading Room, which was beautifully decorated for the holidays. Live music and refreshments were provided Friday night. Also new this year, the BookCellar was open both Friday and Saturday for ½ price bargains. It was a very festive and successful couple of days with positive feedback from the community and \$2,158 for the Library.

**Map Print Initiative:** The sale of map prints from the 1868 Atlas of New London County Connecticut has been a huge success with over \$800 in sales. During the months of September and October the maps were displayed at the Old Lyme Town Hall with a sign noting that the unframed prints are for sale at the Library. An email about the display (with a photo of the Old Lyme map) was sent out from the Town's web site to all those who have signed up for the Town's *News and Announcements*.

**New Signs:** New signs have been purchased for Lyme Street and the back door to the BookCellar. We also have a new sign in the Library lobby to promote our collection downstairs.

**Social Media:** Our Facebook presence is growing steadily with a volunteer dedicated to updating content.

### Future Activities

**Hours of operation:** We are currently surveying our volunteers with the hope of staying open additional hours in the BookCellar. Since Monday is the Library's busiest day of the week and its circulation doubles during June, July and August, we are planning to try to staff some Monday hours in the summer.

**Backdoor Enhancements:** We plan to clean and paint the back entrance to the BookCellar to make it more welcoming to our customers.

**Library Renewal:** The BookCellar is included in the Library's renewal plan. We are hopeful that during most of the renovation we will be able to continue to operate; however, there will be some period of disruption depending on the timing of the project.

# Membership & Hospitality

## Membership Committee

An ad-hoc committee was formed in 2017 to review and advise the Friends' Council on all aspects of membership, including recruiting new members, maintaining a list of current members, membership dues, and defining what a Friend of the Phoebe Griffin Noyes Library means. The committee completed research of other libraries' Friends operations, and reviewed the strengths and weaknesses of the PGN Library Friends organization. The Committee made its initial recommendations at the Winter 2018 Council meeting, and provided a revised and final recommendation at the Spring 2018 Council meeting.

Following the revision of the Friends Mission Statement and Vision, Friends are defined as those showing support of the mission, including those with time to volunteer in Phoebe's BookCellar, in the gardens, or in supporting the functions of the Friends through hospitality.

A new membership information packet was developed that describes the ways to become involved in the Friends, and a new Membership Form was developed to either join the Friends or renew membership on an annual basis. Annual dues have been replaced with voluntary contributions to support the good work of the Friends. Members who have paid "lifetime dues" will continue to be recognized as doing so.

The Membership Committee thanks you all for your dedication to the Library and the work of the Friends!

## Hospitality Friends

The Hospitality Friends had a wonderful time creating two special events during this year, both in conjunction with the BookCellar Friends. The first event in October was the special Thank You celebration for BookCellar co-manager Ann DeSelding who hung up her BookCellar apron and relocated to Florida with her husband Steve. The Hospitality Friends provided a buffet setting of sweets and savories for all to enjoy as they shared with Ann their gratitude and wished her well in retirement.

During the BookCellar's Holiday Sale in December, the Hospitality Friends again provided a wide array of cheeses, desserts, and beverages for shoppers of the Book Sale. It added to a festive occasion created by the BookCellar team, including live music by Dan Stevens.

In light of the two events held in the latter part of 2017, a New Member Social was planned for Spring 2018, but we opted to delay that event until the Membership Committee's work was complete. Special thanks go to all the Hospitality Friends who purchased items, baked, assembled, set the serving table, bartended, and provided great hospitality to our guests!

Respectfully submitted

*Cheryl Poirier*

**BY LAWS OF THE FRIENDS**  
**OF THE OLD- LYME PHOEBE GRIFFIN NOYES LIBRARY**

**ARTICLE I: Name**

The name of this association shall be The Friends of the Old Lyme - Phoebe Griffin Noyes Library, hereinafter called The Friends.

**ARTICLE II: PURPOSE**

~~The purpose of The Friends shall be to improve and enrich the contribution of the OL-PGN Library to the communities it serves by fostering a program of volunteer services (including fund-raising as appropriate) and activities in support of the Library's mission.~~

**The mission of The Friends is to strengthen the partnership between the Library and our community through support, volunteerism, and advocacy.**

The Friends shall ~~not~~ **only** engage in activities ~~not~~ permitted ~~tax-exempt organizations~~ under Section 501 (c) (3) of the Internal Revenue Code. (See note)

**ARTICLE III: MEMBERSHIP**

All OL-PGN volunteers are considered Friends. **Membership in the Friends shall be open to all individuals in sympathy with its purposes. Membership can be attained by completion and submission of the Friends membership form. Each member shall be entitled to one vote at the Annual Meeting, to potential appointment to committees and to stand for election to office.** Members of the Board of Trustees and paid members of the staff may not hold office. ~~Each member shall be entitled to one vote at any regular or special meeting of The Friends.~~ Dues shall be determined annually by the Council.

**ARTICLE IV: OFFICERS (Becomes Article V)**

The officers shall be chair**person**, vice-chair**person**, secretary, and treasurer- ~~each of whose terms shall be for two years.~~ All officers **are elected for a term of two years and** may be reelected to more than one term. The officers' duties shall be those normally associated with their respective titles. Each shall assume office at the close of the meeting, at which he/she is elected. In ~~case of illness or~~ **the** absence of the chair**person**, his/her duties shall fall successively upon the vice-chair**person**, the secretary, or the treasurer. A special meeting will be called to fill the chair**person**'s vacancy. Any other officer or Council vacancies will be filled by the Council until elections at the next annual meeting. The Chair**person or designee** shall be invited to attend meetings of the Board of Trustees of the OL-PGN Library.

Note: The general exemptions from income tax, under Sec. 501 (c) (3) and ...along with the proper forms for application for recognition of exempt status are: corporation... fund or foundation, organized and operated exclusively for... educational purposes..., no part of the net earnings of which inures to the benefit of any private shareholder, individual, no substantial part of the activities of which is carrying on propaganda,.... and which does not attempt to participate or intervene in any political campaign.

#### ARTICLE V: COUNCIL (Becomes Article IV)

The governance of The Friends shall rest with ~~a~~**the** Council, which shall consist of the officers, at least three persons elected at large, plus one co-chair from the BookCellar committee and ~~one representative from the Bookworm's Ball committee~~. Members shall be elected for a term of two years and may be reelected. ~~The chairman of The Friends shall serve as chairman of the Council.~~ A member of the Library's Board of Trustees designated by the President of the Library, shall be invited to attend Council meetings as a nonvoting member.

#### ARTICLE VI: NOMINATIONS

Nominations for officers and for the council members shall be presented at the annual meeting by a nominating committee of at least three members, whose chair**person** shall be appointed by the chair**person** of The Friends.

#### ARTICLE VII: COMMITTEES

Standing and ad hoc committees shall be established by the Council from time to time as the need arises. The chair**person** shall appoint all **committee chairpersons** and be an ex officio member of each committee, except for the Nominating Committee.

#### ARTICLE VIII: MEETINGS

The Friends shall hold an annual meeting in ~~the same month and prior to the Annual Meeting of the OL-PGN Board of trustees~~ **June**, such time and place to be set by the Council and for which each member shall receive written **or electronic** notice at least two weeks in advance. At this time annual reports shall be submitted.

Additional meetings of the membership may be called by the chairman or whenever requested in writing by at least ten members ~~in good standing~~. Council meetings shall be called by the chair**person** or vice chair**person**.

## ARTICLE IX: FUNDS

**An accounting record** A set of books and a bank account shall be maintained by the Treasurer, The Treasurer is authorized to pay all obligations less than five hundred dollars. **Non-budgeted** disbursements above that amount must be cosigned by the Chairperson or other officer. Projects and dispersal of funds to support them must be approved by the Council

The financial records of The Friends shall be ~~subject to an~~ **included in the** annual independent audit **of the Library**, ~~a copy of which shall be deposited with the treasurer of the OL PGN Board of Trustees.~~ *To avoid conflict and duplication of effort, The Friends shall consult with the Director of the Library and the Board of Trustees, where approval must be obtained before undertaking projects, especially those involving the raising of funds. [Note from Mary... we discussed moving this sentence to Article II: Purpose.. I think it could go in either location. Does anyone feel strongly either way???]*

The guidelines for transfer of funds to the Library are:

- a. ~~The Friends will request the Director's "Wish List" at its annual meeting. The "Wish List" is recognized as a plan/proposal but is not considered all inclusive. Additions/deletions may occur as circumstances require during the year, with the possible inclusion of additional funds if the Director has requested these and the Council has approved the request.~~
- b. The Friends' Council will authorize quarterly payments to the Library. At the end of each quarter, the Library will submit ~~an itemized list~~ **a summary** of expenditures before the next quarterly increment is paid. Suggestions on expenditures will be considered jointly.
- c. ~~All items requested or purchased by the Library with The Friends' funds must be in accordance with The Friends Bylaws.~~

## ARTICLE X: PARLIMENTARY AUTHORITY AND QUORUM

All meetings shall be conducted according to Robert's Rules of Order, Revised, except when in conflict with these bylaws or the laws of the State of Connecticut. ~~At the meetings of the Council, or at committee meetings a quorum shall consist of those present,~~ **All Council meetings shall require a quorum which consists of a minimum of five Council members in attendance**, provided that notice of the meeting shall have been given at least 48 hours in advance.

## ARTICLE XI: AMENDMENTS

These Bylaws may be amended at any regular or special meeting of The Friends by affirmative vote of two-thirds of the members present, provided that notice of the proposed amendment shall have been provided **to all members** by mail, **electronically, or by other reasonable means of communication**, ~~mailed~~ at least two weeks prior to the meeting.

ARTICLE XII:

Should The Friends disband for any reason, all assets in their possession at that time shall be turned over to the OL-PGN Library.

(Bylaws of The Friends of the OL-PGN Library-Approved 6/12/03)

# Nominating Committee Report for the June 7<sup>th</sup> 2018 Annual Meeting

## Nominations for the Friends Council

The Nominating Committee proposes the following slate for the election at the 2018 Annual Meeting of The Friends of the Library.

Name	Position	Term
<i>Leslie Massa</i>	<i>Co-Chair</i>	<i>2018-2020</i>
<i>Martha Shoemaker</i>	<i>Co-Chair</i>	<i>2018-2020</i>
<i>Steven Ross</i>	<i>Treasurer</i>	<i>2018-2020</i>
<i>Suzanne McAuliffe</i>	<i>Secretary</i>	<i>2018-2020</i>
<i>Suzy Bolduc</i>	<i>Member-at-Large</i>	<i>2018-2020</i>
<i>Jennifer Harvill</i>	<i>Member-at-Large</i>	<i>2018-2020</i>
<i>Eleanor Hufford</i>	<i>Member-at Large</i>	<i>2018-2020</i>
<i>Julie O'Brien</i>	<i>Member-at-Large</i>	<i>2018-2020</i>
<i>Mary Seidner</i>	<i>Member-at-Large</i>	<i>2018-2020</i>

The following Council Members are entering their second year of their two year term

<i>Claudia Condon</i>	<i>BookCellar Co-Chair</i>	<i>2017-2019</i>
<i>Joan Overfield</i>	<i>BookCellar Co-Chair</i>	<i>2017-2019</i>
<i>Beth Cote</i>	<i>Member-at-Large</i>	<i>2017-2019</i>
<i>Tammy Kaye</i>	<i>Member-at Large</i>	<i>2017-2019</i>
<i>Cheryl Poirier</i>	<i>Member-at Large</i>	<i>2017-2019</i>
<i>Anne Roy</i>	<i>Member-at-Large</i>	<i>2017-2019</i>

The following Council Members are non voting members

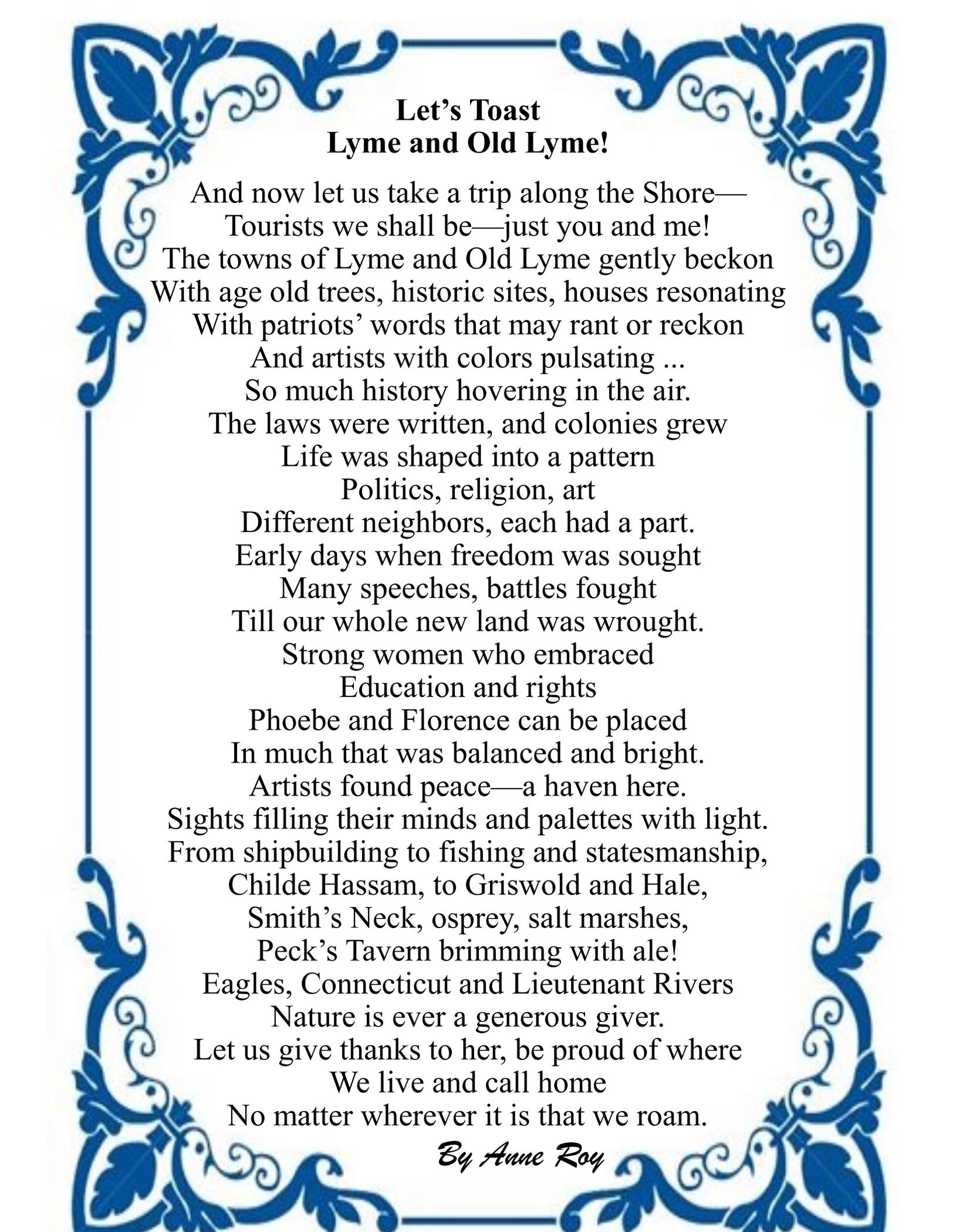
<i>Mary Dangremond</i>	<i>Board Liaison</i>
<i>Katie Huffman</i>	<i>Library Director</i>
<i>Katie Balocca</i>	<i>Staff Representative</i>

The following Council Members are retiring from the Friends Council and we thank them for their years of service:

*Marsha Bansavage, Janet Olsen, Officer - Secretary, and Karen Smith*

Respectfully submitted,

*Suzy Bolduc and Jennifer Harvill*



**Let's Toast  
Lyme and Old Lyme!**

And now let us take a trip along the Shore—  
Tourists we shall be—just you and me!  
The towns of Lyme and Old Lyme gently beckon  
With age old trees, historic sites, houses resonating  
With patriots' words that may rant or reckon  
And artists with colors pulsating ...  
So much history hovering in the air.  
The laws were written, and colonies grew  
Life was shaped into a pattern  
Politics, religion, art  
Different neighbors, each had a part.  
Early days when freedom was sought  
Many speeches, battles fought  
Till our whole new land was wrought.  
Strong women who embraced  
Education and rights  
Phoebe and Florence can be placed  
In much that was balanced and bright.  
Artists found peace—a haven here.  
Sights filling their minds and palettes with light.  
From shipbuilding to fishing and statesmanship,  
Childe Hassam, to Griswold and Hale,  
Smith's Neck, osprey, salt marshes,  
Peck's Tavern brimming with ale!  
Eagles, Connecticut and Lieutenant Rivers  
Nature is ever a generous giver.  
Let us give thanks to her, be proud of where  
We live and call home  
No matter wherever it is that we roam.

*By Anne Roy*