1. **Call to Order** *Allison Peterson*
   1. Attendance, please print your name on the sign-in sheet for meeting minutes
   2. Introduction of present members
2. **Approval of Minutes** *Melinda Beever* 
   1. Minutes from the November 8, 2023 meeting
3. **President’s Report** *Allison Peterson*
   1. Executive Officers Meeting held Jan. 8, 2023
      1. New annual meeting for new/returning officers, set goal(s) for the year
      2. 2024 goal: Restoration and Transitions. Tidy the Friends’ “house” while JTL undergoes a strategic planning process.
      3. Strategy for future events: Identify our library and community’s busy/slow seasons, and plan accordingly to increase the volunteer pool and event success.
4. **Treasurer’s Report** *Amanda Shanks*
   1. Annual report
   2. Report since the last meeting: No renewal to Roger Williams Zoo, as it would have to be checked out 22 times (by 4 people each time) to break even for only $4 off. It was not financially sustainable. Table Mashantucket and Yale Pequot membership until the next meeting.
5. **Library Director’s Report** *Lindsay Delligan*

Strategic planning- Will be releasing the plan for the next 3-5 years soon. Sourcing the community for ideas with feedback sessions scheduled in Feb and March.Two evenings Feb 29th 6 pm, March 14th 6 pm, and March 23rd at 11:30. There will also be an online survey. Trying to get a comprehensive community response. There will be one $50 gift card as a giveaway to encourage people to fill it out. There will also be printed copies.

The bookshelves near the front desk will be used for an ongoing book sale. There will be a need for volunteers to help maintain the shelves.

New furniture for Mary Trumble Toom is to be arriving soon.

1. **Youth Services Librarian Report** *Maggie Gaier*

Summer Reading will start in July for 6 weeks The theme will be “Conservation: Read Renew Repeat.” Friends gave $2k last year and 253 kids participated—a new record! An adult summer reading program will also happen for readers of all ages. Maggie requests $2k to use for this year’s goal of 300 participants ($6.60 per person.) Motion to donate- Maureen/Missy. No discussion. Passes unopposed.

1. **Correspondence Report** *Melinda Beever*
   1. None
2. **Old/Ongoing Business**  *Allison Peterson* 
   1. None
3. **New Business**  *Allison Peterson*
   1. A Friends email account has been set up through Bibliomation ([friends@lebanonctlibrary.org](mailto:friends@lebanonctlibrary.org).) This account will be used by current and future presidents for archival and ease of pass-off to future presidents. Also holds digital copies of important forms.
   2. Subcommittees are to be established to act as a second set of hands for set up and break down events. Subcommittees must have a minimum of two co-chairs in order to be created.
   3. Subcommittee Creation
      1. **Fundraising** (Co-Chairs: Allison Peterson and Melinda Beever)
         1. Set an annual fundraising goal. Will involve email communication/electronic files, some in-person meetings, and will target the months of Jan, Feb, March, and April for possible fundraisers (slower months in our community) as well as perpetual fundraisers.
         2. Perpetual Book Sale Shelves- Amy, Missy, Linda, Maureen, Sue, Diane, and Michael all want to help maintain the book shelves.
      2. **Summer Reading** (Co-Chairs: Maggie Gaier and Amy Harris)
         1. Adults and teens that can volunteer time to assist with preparations, setup, and clean up of Summer Reading events during June, July, and early August. 2024 Theme: Conservation.
      3. **Halloween** (Co-Chairs: Maggie Gaier and Jean DeSalle)
         1. Adults and teens that can decorate the Community Room 1-2 days before Halloween. Friends to provide funds for decorations can be stored in Friends’ closet.
      4. **Equinox and the Arts** (Co-Chairs: \_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_)
         1. TBD
      5. **Holiday Party** (Co-Chairs: Chris Lord and Maureen McCall\_\_\_\_\_)
         1. Adults able to volunteer time to assist with set up and clean up of the annual Holiday Party
   4. Motion to Waive 2024 Membership Dues
      1. Currently, no incentive to have a membership- instead there will be an open donation Motion to waive fees- Amanda/Michael
      2. 2024: Time to restructure membership benefits
      3. Donations of any amount can be made to Friends and any time, but 2024 Membership Fees are waived.
      4. 2025: Introduce multiple membership levels with incentives, experiences, and/or swag.

Questions:

Do we track how many come into the library per day?

A door tracker is planning on being installed. Comment was made that strong data should be kept to show the use of the library.

What projects did the Building committee wish have to completed? This will be discussed at next meeting.

Meeting adjourned at 6:15pm.