

**Friends of the Hooksett Library**  
**Monthly Meeting Minutes - Approved**  
**February 4, 2020**

In attendance: Jim Sibona, Linda Bonetti (Secretary), Barbara Davis, Tammy Hooker, Lena Rozzi (Treasurer), Heather Rainier (Director)

The meeting was opened at 6:10pm with discussion lead by Tammy Hooker.

**Announcements:**

The purpose of the meeting is to review the membership data base and procedures. Tammy is developing a procedures document. Jim is redoing a spreadsheet of the membership roster and mailings which will be in Google Docs; and a website that will populate to Google Docs.

**Minutes:**

No minutes were discussed. The January and February minutes will be discussed at the March 3<sup>rd</sup> meeting.

**Financial Report:** Lena Rozzi

Financial reports were distributed prior to the meeting, but not discussed.  
Discussion on keeping Donor Perfect for another year.

**Librarian's Report:** Heather Rainier: No Report

**Events:** No updates

**Friends of the Library Membership**

The March meeting will be dedicated to a brief review of the procedures and forms developed for tracking membership. The primary focus of the March meeting will be to present ideas for attracting and keeping members.

Note: on the next generation of Membership Envelopes, we should provide two lines for the phone numbers and emails.

Membership letters/envelopes will be mailed by November 1<sup>st</sup> and membership will be good through December 31<sup>st</sup> of the following year. TBD: procedure to follow up in January/February.

**Fundraising:** No discussion

**Advocacy:** No discussion

**New Business:** No new business

Meeting adjourned at 8:00pm.

**Next meeting to be held on Tuesday, March 3rd at 6:00pm. (not 6:30pm)**

Respectfully submitted,  
Linda Bonetti, Secretary