

**FRIENDS OF HALL MEMORIAL LIBRARY – OPEN MEETING
DECEMBER 4, 2025, 6:30
McKNIGHT CONFERENCE ROOM – LIBRARY
Minutes**

I. Call to Order:

The meeting was called to order at 6:30 p.m. by President Brenda Gooshaw Samson. In attendance: Brenda Gooshaw Samson, President; Peg Busse, Vice President; Stephen Samson, Vice President; Sara Roman, Treasurer in training; Susan Eldridge, Secretary; Sue Phillips, Director Hall Memorial Library; Ellen Bonanno; Kayla Bonanno; Janet Discepolo; Judi Manfre; Susan Norman; Mary Kay Tshonas.

II. Meeting Minutes:

The meeting minutes from the previous meeting were approved as previously distributed.

III. Treasurer’s Report:

Sara Roman provided a handout for Monthly Treasurer’s Report for Period September 1 through November 30, 2025.

Net income was \$10,155.00, which included: Book Cellar income from October book sale, funds raised for upcoming Mini Golf event and other items.

Total Expenses was \$2,751.71, including summer reading program, bins for Book Cellar renovation and other items.

Ending balance: \$80,900.54

IV. Book Cellar: Book Sale Update:

Ellen Bonanno reported that the October Book Cellar Book Sale went very well, making more than ever before. This was in part due to two locations providing greater inventory exposure. Donations were mixed with some patrons being very generous and some less so. There was also greater advertisement for this event. Ellen noted that she has identified many opportunities for improvement for next year’s event.

V. Book Cellar: Renovations:

Ellen Bonanno reported that the renovations are moving along: the area is emptied and cordoned off with plastic, and vendors (through Public Works) are scheduled to start work on Monday. Book Shelving has been ordered. There was much discussion on shelving type, color, and arrangement. The Book Cellar is scheduled to open in February.

VI. Book Cellar: Gift Certificates:

Ellen Bonanno reported that the Book Cellar currently provides Gift Certificates, which are very simplistic with great potential for fraud, with no tracking or checks-and-balances. The goal is to define a more financially driven process rather than a logistics process, then documentation will follow for all involved to adhere to. It was also noted that Book Cellar Gift Certificates can be not only a financial transaction, but also a Book Cellar awareness opportunity, such as “Donations in the name of” trends. This would become a donation to the Friends Book Cellar, that may or may not be cashed out. There was also discussion on “no cash refunds” however the holder

would be able to tally purchases on the Certificate for repeated purchases until the certificate was used up.

Action: Patti Wendell and Sara Roman will set up the financial process, including how to track spending through each certificate, and how the certificate(s) would flow through the system of sold / spent / outstanding.

VII. Membership Process:

Peg Busse provided a detailed handout for the FOL Membership Process which included eight steps and four gaps in the process . Much discussion ensued. Poignant items included:

- Each member has their own anniversary date, yet don't receive a reminder, just a 90-days "past due" reminder. They also don't receive a confirmation or "welcome" note for their donation. It was noted that some members make "sizeable" donations which should be acknowledged, both as a courtesy and for tax deduction purposes. There are currently about 70 members, with roughly fifteen as "worker bees" and the balance as donation only, or casual participants. It was determined that the process will switch to quarterly re-enrollment.
- It is currently a paper process. Some of this can be automated; a process needs to be worked out.
- The FOL Secretary (Susan Eldridge) was requested at a previous meeting to write up a confirmation email, which is ready for review. Action: The Secretary will be added to Step 6: where Peg scans forms and emails to Kathleen for the spreadsheet. Susan will be added to this email to initiate confirmation type (email or handwritten) based on size of donation.

VIII. Winterfest: (December 6, 2025)

Sue Phillips discussed the Winterfest event, which is rapidly approaching. Luminaria kits (candles and paper bags) will be sold or given to FOL members. Discussions on final preparations ensued.

IX. Archives

Sue Eldridge, Secretary, presented a file box of historical records, including FOL startup documentation, minutes, newsletters, and other miscellaneous papers, encompassing startup in 1986 (pre-organization) through mid 1990s. Other records are in various FOL members' residences. Sue raised the question of what's next: are they to go back in the basement, newly cleaned up, supplemented, and organized, or are they to be made available through the new FOL website. She recommended scanning as a good volunteer project for FOL members. Brenda suggested that a narrative around the records and their content would be a great opportunity to further the FOL cause, as most members were not likely to read almost forty years of documentation. Action: Sue will continue to delve into the content of the records over the winter and determine strategy for scanning as well as a history of the organization.

X. Mini-Golf

Ellen Bonanno discussed the status of the upcoming Mini-Golf event for January 31, 2026. There was much discussion entry fees.

- 16 hole sponsors (now 18)
- 14 raffle items, waiting for two more items
- Looking for volunteers to design bulletin board for background for selfie / volunteer photo-op.
- Peg to organize raffle
- Square will be used for Credit transactions, with a station situated between admissions table and raffle table for greater ease of use.
- Hours: 9:00 – 5:00 (early opening)

XI. Crossing Guard for Mini-Golf Event:

Stephen Samson reached out to the local State Troopers to discuss whether a crossing guard was mandatory for the event for those who parked at St. Lukes and crossed Maple Street to the library. Discussion determined that greater awareness was what was important with empty parked cruiser, traffic cones, etc.

XII. New Business:

Ellen Bonanno mentioned that the books from the Book Cellar that are arranged on a table near the front of the library near the Reading Area needs a name. Patrons mistaken these books as free, despite signs posted on the glass. A “catchy” name is desired, with a banner to follow. Names thrown out were: Book Nook, Book Cellar 2, Book Cellar Extension, Book Cellar Annex, Book Cellar Sequel, Book Cellar Chapter. Ideas are welcome!

XIII. Adjournment:

Brenda closed the meeting at 7:50.

Submitted by:
Susan Eldridge
Secretary, FOL