



# Friends of the Library

**An Overview**





# Who are the Friends?

The Friends of the Lynn Public Library is a non-profit organization formed in 1982 to help preserve and strengthen the Lynn Public Library. They support library staff by helping to create awareness and appreciation for the many and varied services offered by the library. Anyone can volunteer their free time and be a Friend, including Library patrons, staff, local organizations and businesses, or just anyone who loves libraries.



# What does that *involve*?

The Friends raise funds to supplement the Library's municipal budget. The money raised sponsors educational and cultural programs for adults and children, and can be used to purchase related supplies/equipment.

# Membership and Dues

The membership year typically runs from September 1st through August 31st, although interested individuals may join the Friends at any time during the year.

Currently dues are \$5 per individual, \$10 per family, plus other due classes, which are all paid annually.

# What can you do?

## **Level of commitment is up to you!**

The Friends is meant to be a fun and enjoyable experience! While there is an E-Board, committees & other formalities that may seem daunting, roles can be explained & what committee you decide to work on or position you want to run for is up to you and your strengths.



# Officers & Elections

**Officers include a President,  
Vice President, Secretary, and  
Treasurer**

Officers are elected at the general meeting in April and serve for a 2-year term. Members shall not serve more than one consecutive term in any office, except by a special vote at the general meeting.

Ahead of each election, a Nominating Committee is selected by the Executive Committee, and is to consist of 1 E-Committee member, 2 E-Board members, and 2 general members. Candidates are presented at the April meeting, while other nominations can be made from the floor.



# The Friends' Officers & Their Roles

## President

- Conduct meetings
- Appoint committee chairpersons
- Act as Treasurer when needed
- Serve on all committees (except Nominating)
- Direct association

## Vice President

- Perform Presidential duties in their absence or as needed
- Serves as President if no longer able to serve or steps down
- Assist with committees as required by the President

# The Friends' Officers & Their Roles

## Secretary

- Record all proceedings
- Manage association records
- Responsible for general correspondences.

## Treasurer

- Responsible for all funds
- Annual financial report



# The Executive Committee vs. Executive Board

## Executive Committee

- The 4 elected officers, plus one committee chairperson
- Appoint Nominating Committee
- Can meet and transact business between Executive Board meetings at the discretion of the President

## Executive Board

- The 4 elected officers, all committee chairpersons, the Director, a Trustee, and an Advisor
- Members serve a 2-year term
- Meet monthly to conduct all association business between general meetings.

# Acting Executive Committee

**President**  
Maria Garutti

**Vice President**  
Lindsey Robert

**Treasurer**  
Paula Joyal

**Secretary**  
Darlene Coates

**Membership Committee  
Chairperson**  
Whitney Posada

# Acting Executive Board

**The officers**  
Maria, Lindsey,  
Paula, Darlene

**Committee  
Chairpersons**  
Membership chair –  
Whitney  
More to come soon

**Director**  
Theresa Hurley

**Trustee**  
Andrea Williams

# **Want to get involved? Join a committee!**

## **Active Committees**

- **Fundraising  
(Ways and Means)**
- **Membership**
- **Outreach (Publicity)**
- **Volunteer**





# Fundraising Committee

**The Library needs additional funds to offer some programs like museum passes, crafts, guest speakers & other presenters.**

The Fundraising Committee is responsible for organizing our fundraisers, which typically include book sales, craft fairs, and other fundraising efforts.



# Membership Committee

**Increasing membership plays an important part our fundraising efforts.**

The Membership Committee is responsible for...

- Increasing membership (through drives)
- Develop benefits for current members
- Organizing annual membership renewals



# Outreach Committee

**Increase our presence in the  
community.**

**Join the Outreach Committee!**

The Outreach Committee is responsible for...

- Sharing information about fundraisers, drives, events, and other Friends initiatives
- Building relationships with other organizations in our community
- Promoting the Friends as a whole





# Volunteer Committee

**Want to help work our fundraisers, membership drives, and other initiatives? Join the Volunteer Committee**

The Volunteer Committee is comprised of Friends who want to help by donating their time. When volunteer opportunities arise, we will contact members of this committee. If you are available to help, just let us know.



# When do we meet?

**Executive Board: Once monthly**

**Committees: As needed**

**General Members: Annually**

- The executive board meets on a monthly basis, for the purpose of conducting regular business.
- Committees may meet in person and/or communicate as needed.
- General members meet once annually. Otherwise, members may attend events and/or volunteer on an "as needed" basis. There are Friends who choose to only donate, or can only volunteer occasionally. Level of involvement is up to each individual Friend.



# When conducting meetings...



## **Some basic Robert's Rules of Order are used**



- The six basic stages of a meeting include call to order, reading and approval of minutes, reports, unfinished business, new business, and adjournment. Other stages may be added to the agenda (discussion, vote, announcement, etc.).
- Motions are used to accept each stage and move on to the next. If acceptable, the motion is seconded and accepted (by majority). A motion to debate (if not satisfied during discussion) can be made after the main motion.
- These rules are used on an informal basis, so that members can feel free to ask questions and discuss topics as we work through the meeting.



# Let's work together!

Library staff who have volunteered to be Friends are here to help. Reorganizing the Friends will take time and patience. Staff members are here to offer their experience, their time and their knowledge of the Library to help make sure our new Friends group is successful. We all share a common goal and a passion for the library.



# The next year....

...will be a learning opportunity for new Friends, as well as returning Friends and staff.

## Some expectations

- Increased staff involvement.
- Regular info sessions for general members, for the purpose of getting to know one another, forming our committees, brainstorming ideas and more.
- Bumps in the road.





# Questions?

Email the Friends anytime at  
[lynnlibraryfriends@gmail.com](mailto:lynnlibraryfriends@gmail.com)