

**TYLER MEMORIAL LIBRARY CHARLEMONT & HAWLEY, MA  
FRIENDS OF THE LIBRARY**

**DATE:** Wednesday, October 19, 2022  
**TIME:** 4:00PM  
**PLACE:** ZOOM

**Attending:** Mary Ellen Banks, Barbara Beall, Kim Gabert, Kate Stevens

**AGENDA**

**DISCUSSION ITEMS:**

1. Introduction
2. Discussion of our Expectations for a Friends of the Tyler Library
3. Review and discussion of the Tool Kit (United for Libraries, Association of Library Trustees) and, specifically, sections: Introduction and Benefits of Friends Groups, Making the Decision to Start a Friends Group and Getting Started.
4. Discussion for goals for the next meeting.
5. Set date for next meeting and will generally meet on the first Friday of each month at 3:00PM - next meeting December 2, 2022.

**ACTIONS PRIOR TO DECEMBER 2, 2022 MEETING**

1. Expansion of the of the core group for the Friends of Tyler Library - a member of the Library Trustees and someone from Hawley, etc.
2. Reading of the Library Tool Kit on Getting Started and developing a working copy of operating agreement. to focus on 2 parts of Getting Started: 1. Developing a core group to begin administrative work and strategic planning and 2. Developing a written operating agreement between the Friends and Library administration outlining respective roles and authority AND the Library Trustees.
3. Adding our meeting dates to the Town of Charlemont calendar.

**FYI**

Our future meetings will likely be on ZOOM due to an uptick in Covid cases as well as individuals' travel schedules.

**Future first Fridays of the month AT 3:00PM**

December 2, 2022  
January 6, 2023  
February 3, 2023  
March 3, 2023  
April 7, 2023  
May 5, 2023  
June 2, 2023

