

Friends of the Sharon Public Library Minutes, Board meeting on March 11, 2019 – held at Sharon Public Library

Prepared by: Joanne Blatte

**Present:** Elizabeth Kassab, Carolyn Weeks, Kate Mason, Joanne Blatte, Amity Kelley, Kirstin Gray, Lee Ann Amend (library director)

**Key Tasks assigned at this meeting:**

**All:**

Promote Civics 101

Sign up for book sale and town-wide mailing volunteer times

**Amity:**

Handle adopt a book fulfillment, as needed

Bake for paint night and civics 101

**Carolyn:**

Bake for paint night

**Elizabeth:**

Follow up with Sharon Credit Union

**Giselle:**

Handle adopt a books and memberships, as needed

**Joanne:**

Select adopt a books, as needed

Promote Civics 101 on the Facebook and Website

Revise adopt a book process document

Fix online book sale sign-up form

Get volunteers for town-wide mailing, book sale and bake sale

**Kate:**

Handle membership, as needed

Bake for Civics 101

**Kirstin:**

Promote Civics 101 in advocate, Patch, SCTV and email Friends members

Handle printing of town-wide mailing

Handle printing of stickers for lawn signs

Kirstin motioned to approve February minutes

Elizabeth seconded

Motion passed

#### Financial Report:

Eastern and Herb Chambers said yes to sponsoring book sale  
Elizabeth will follow up with Sharon Credit Union

Paint night expenses aren't included in report yet

Elizabeth motioned to accept financial report  
Amity seconded  
Motion passed

#### Adopt A Book

We reviewed the adopt a book process. We revised the process. Giselle will now send the adopt book form to Lee Ann and Joanne. Lee Ann will forward to Jennifer Perciavalle, the library's tech services supervisor. Jennifer will print the bookplate, put it in the Friends' box, and tell Joanne that it is there. Joanne will select a book and inform Amity so she can complete acknowledgements.

Joanne will send the revised process to the Adopt A Book group and then to the board.

#### Foundation:

Kate will fill out the form for our donation. We agreed to \$10,000 over 7 years at the last meeting

We will include a foundation flyer in the town-wide mailing. The Foundation will pay for printing. Cheryl Weinstein will update the flyer to indicate what items are already "reserved". Cheryl will get the file to Kirstin for printing by 3/18

#### Paint Night:

7 people signed up.  
Lee Ann will ask Gary to clear the room so we can set up tables  
We should get there at 6:15 pm to set up  
We have water bottles, little plates, and napkins  
Amity and Carolyn will bake something  
Kate has paint and all supplies

#### Civics 101:

We can use a decanter for water  
Amity and Kate will bake

Joanne will email the flyer to the superintendent and ask her to distribute to the principals for posting.

Lee Ann will get Gary to set up the room.  
Kirstin will submit info to Sharon Cable TV, Patch and Advocate

Town-wide mailing:

Printmaster gave a cheaper quote (\$2,255) and had a quicker turn-around

The Foundation will pay \$475 to have their flyer printed.

We print 6,600 copies.

Kirstin showed us designs for museum pass brochure. We approved the tri-fold version for mailing and 2 sided chart for posting/displays.

Book Sale:

Kirstin will print stickers for lawn signs

In order to avoid a conflict with More than Words book pick up, we discussed moving the time of returning the tables to Nancy to 8 am on Monday. Joanne will confirm 8 am is okay with Nancy (post meeting: Nancy is okay). Lee Ann will confirm DPW for 5/20 at 8 am.

Amity pointed out a problem with volunteer sign-up form. Joanne will fix form.

Director Update: Lee. Ann

Jonah Smiley is leaving.

Lee Ann and Trustees have scheduled info sessions and tours of library ahead of library vote at town meeting

Our next board meeting is Monday, April 8<sup>th</sup> at 7:30 pm

Kirstin motioned to adjourn

Elizabeth seconded

Meeting adjourned