

Friends of the Sharon Public Library Minutes, Board meeting on April 11, 2016 – held at Sharon Public Library

Prepared by: Joanne Blatte

Present: Kirstin Gray, Carolyn Weeks, Elizabeth Kassab, Giselle Princz, Kate Mason, Joanne Blatte, Deborah Rosenthal (friends' member), Lee Ann Amend (library director)

Key Tasks assigned at this meeting:

All:

Sign up to help with book sale
Get boxes from liquor stores
Post book sale flyer around town

Carolyn:

Get permission and post lawn signs

Elizabeth:

Buy supplies for book sale

Giselle:

Print out tax receipts for book donors
Create bookplates for sponsors
Get cashbox ready for book sale
Get envelope for pre-sale purchase payments

Joanne:

Get permission and post lawn signs
Manage volunteers for book sale
Bring books sale pricing posters for set up
Update website for book sale
Adopt books for sponsors

Kate:

Print out signs for book sale
Update the upcoming events poster
Bring clipboards for the sale

Kirstin:

Provide tally sheets to Lee Ann to print out copies
Update lawn signs
Make poster with raffle winners
Email book sale flyer to board
Bring tarps for book sale

Kate motioned to accept March minutes
Elizabeth seconded
Motion passed

Mini-golf recap:

We had 60 players and earned \$670. \$265 in ticket sales, \$290 in raffle tickets and \$115 in donations (people weren't interested in winning the raffle items, but donated money). The goal was \$700 so we will donate the \$30 so the library can purchase 2 Lego Mindstorms

Mary Lou is leaving the board, so another board member would need to take over if we are to host this again next year.

We discussed improvements for next year:

- It was good to have a fundraising goal (buying specific item for library). People seemed more willing to donate or buy raffle tickets to support a specific goal
- Only need to sell raffle tickets for one week before the event
- Must sell raffle tickets on Saturday morning when library is busy
- Should sell raffle tickets downstairs during children's programming
- Consider having prize for any hole in one (not just the last hole)

Kirstin will make a poster with raffle winners

Jim Gray, Kirstin's husband, notified the raffle winners by phone

Kate will update our upcoming events poster to just have the book sale info

Giselle will create bookplates for sponsors and let Joanne know when they are ready

Book Sale:

We received Herb Chambers sponsorship check

Town mailing preparation party will be in reference room. The community room was accidentally double booked. We don't have to seal the envelopes, only tuck in the flap

We need to bundle each 50 with a rubber band

Joanne will email Kirstin an update after the mailing party. Kirstin will pick up what is done/leftover and let board know if she needs help finishing the rest.

Kate showed us the new banner. We decided to put up the banner on the side railing on Saturday, May 15

We reviewed and edited the lawn sign locations. Joanne will email out to board. Lawn signs should go up week of May 2. Lee Ann will coordinate with Nancy Bass (who stores our tables in her house) and Gary to get the tables from Nancy and to the library on 4/29. We will set up the tables on 4/30 at 3:30pm. Board members should collect

boxes from liquor stores throughout sorting. We will start breaking down boxes on Saturday of the sale.

Giselle will set up the cash box.

Joanne will send out another email to volunteers this week. Carolyn will make follow-up calls for bakers

Supplies are either in library or at Nancy's house. Elizabeth will buy supplies for book sale: black markers, packing tape, plastic gloves, pens, hand sanitizer, scissors, wipes, box of tissues, nametags

Box cutters are upstairs in our box.

Kirstin will email book sale flyer to board to be posted around town

Lee Ann will post book sale to town Facebook and distribute flyers at library programs

Joanne will post to What's Up Sharon Facebook Page and to our Facebook page

Giselle will get envelope to be held at children's desk for pre-sale purchase payments

We decided that volunteers can get one free book for every sorting session and one free bag after 3pm on bag day.

Kirstin already posted on book seller websites

Kate will bring 4 clipboards

Kirstin will bring tarps so we can set up bookseller purchases outside.

Kirstin will email cheat sheets to Kate and tally sheets to Lee Ann to print out. 300 copies of (2 up) tally sheets

We discussed doing flash sales on Saturday – hardcover books only (makes tallying easier). We will let people compile flash sale purchases outside the room with a tally sheet.

Kirstin will print category signs

Newsletter:

Newsletter went out. It needs to be wafer sealed shut on 2 sides

Financial Report: Giselle

TD Garden Sports Museum is now charging \$100. 64 patrons took it out last year. We decided not to pay for it this year.

Lee Ann corrected some mistakes in the financial report. Giselle will correct the programming amounts and remove the desk tech services (it was duplicated in the report)

Elizabeth motioned to accept the financial report
Carolyn seconded
Motion passed

Library Update: Lee Ann

Lee Ann described the color light changing table she would like to purchase for children's activities. It would be used for STEM activities and would be unplugged when unsupervised. It will cost \$299 + delivery = \$350. Lee Ann has extra money in funds we already allocated for library expenditures.

Kate motioned to reallocate \$350 previously allocated for Lee Ann's wish list items to pay for this color light changing table
Elizabeth seconded
Motion passed

We agreed to provide \$30 in addition to the \$670 raised from mini-golf to pay for the Lego Mindstorms

5-year library plan is due in October. Need to complete this before applying for building grant. Library has warrant articles at town meeting.

Copy prices increased at the library to cover the cost of copy machines.

Our next board meeting is Monday, May 9 at 7:30pm at the library

Elizabeth motioned to adjourn
Giselle seconded
Motion passed