

Friends of the Sharon Public Library Minutes, Board meeting on March 14, 2016 – held at Sharon Public Library

Prepared by: Joanne Blatte

Present: Kirstin Gray, Carolyn Weeks, Elizabeth Kassab, Giselle Princz, Kate Mason, Joanne Blatte, Mary Lou Kirkpatrick, Roberta Sapphire (trustee)

Key Tasks assigned at this meeting:

All:

Sign up to help with mailing and mini-golf event

Carolyn:

Ask Lee Ann what TV shows are checked out most often

Email Kate with date banner has to be at DPW

Elizabeth:

Produce Spring newsletter

Provide Elizabeth with membership addresses for newsletter

Giselle:

Order museum pass from New Bedford Whaling Museum

Email Kirstin list of all new museum passes

Email TaxID to Kate

Joanne:

Send out email for volunteers to help at mini-golf event and to stuff envelopes for town-wide mailing

Update who we are poster with new pictures

Update Website and Facebook

Ask Ken if he will help sell raffle tickets

Email lawn sign locations for the board to review

Kate:

Produce banner for book sale

Produce Upcoming Events poster -highlighting mini-golf event

Create dropbox with pictures from Downton Abbey tea

Will ask Melody to write an article about Downton Abbey for Sharon Advocate

Kirstin:

Write president letter for newsletter

Email Spring Swing flyer to board

Ask Lee Ann if and where we can put our easel downstairs

Ask Lee Ann to provide more info about color changing table
Buy raffle tickets for mini-golf event
Update lawn signs
Update museum pass brochure

Mary Lou:

Prepare for mini-golf event
Ask Melody if she will help promote the mini-golf event
Ask Lee Ann if anyone moved our raffle jar, buy another raffle jar
Follow up with Herb Chambers to get donation check

Elizabeth motioned to accept January (no quorum at Feb meeting) and February minutes
Carolyn seconded
Motion passed

Newsletter: Elizabeth

Kirstin will write president letter

Will include articles about Downton Abbey, Spring Swing Mini-golf event and promotion for book sale

Elizabeth will email the newsletter to OfficeMax (qty: 200)

Kate will provide Elizabeth the membership list to use for address labels. Kate will create a dropbox with Downton Abbey pictures

Elizabeth will label and deliver to the post office

Kirstin will check through Kathryn's box to see if there are any notes on how to prepare the newsletter for mailing (does it need wafer seals?). If no info is found, Elizabeth will consult with post office.

Kirstin will email Spring Swing flyer to the board

Financial Report: Giselle

Will follow up to confirm JFK pass came in

There was a problem with RISD pass. A patron tried to use it at Peabody Essex museum wand was incorrectly told by a staffer there that they don't accept library museum passes. The patron called Karen and she spoke with Peabody Essex with no success. Mary Lou contacted RISD. RISD apologized for misunderstanding. Peabody Essex staffer was wrong. RISD called Peabody Essex to clear up any confusion. 2 Peabody Essex museum passes were sent as compensation to the patron. Unfortunately, we don't have the patron's name. Karen will try and figure out who the patron is.

New Bedford Whaling Museum:

\$250/year: 2 reusable cards that admit 2 adults and 2 children at 50% discount and 20 admit one passes

We agreed to buy the pass. Giselle will order the pass

Downton Abbey recap: Kirstin

We collected \$160 in advance ticket and raffle sales. We collected \$150 in raffle tickets at the event and sold 8 more tickets

Kate and Joanne will work on posters for new easel: who we are and create new "upcoming events" poster. Kirstin will ask Lee Ann if we can put easel downstairs in library

Mary Lou motioned to accept financial statement
Elizabeth seconded
Motion passed

Joanne created new Website using godaddy template, so it is much easier to update. It will be live tomorrow

Downton Abbey Recap:

We had problems with AV. Lee Ann is having an AV technician come to figure out technical issues – so any laptop can be connected to the AV system. We will also get Lee Ann to show us how to use the microphone in the room.

People had fun. Paula's talk was well received.

One problem was lines for tea, food and raffles. People came 30 minutes early and created a line

Library request: Kirstin

Lee Ann didn't use all of her allotted funds on chairs and would like to purchase a color changing light table with the remaining funds. We discussed and requested that Lee Ann present more info about the table

Mini-golf event: Mary Lou

A few holes will be set up around the library on Saturday April 9 from 2pm-5pm. People can play for free on Saturday. We don't need any volunteers. Mary Lou and Joe will handle it.

On Sunday April 10, 18 holes will be set up from 10am-4pm. \$5 per person or \$15 for group of 4. 3 and under are free.

Jonah is looking around to get donated prizes – maybe from Crescent Ridge (gift certificates, cridgebands). The course will have a dewey decimal challenge. Each hole will have a dewey decimal and the participant will write what subject area it represents on the back of their scorecard. Each participant that completes the challenge will get a

prize. Participants can earn a prize for a hole in one on the last hole of the course (hole will have to be supervised). On the last hole, they get one chance for free or can pay \$5.00 to have 3 more attempts at hole in one.

Jonah is planning to host an “obstacle building activity”. Kids will build/create obstacles that can be placed on the course or removed, if not wanted. Some holes will have baskets of objects (e.g., stuffed animals) that can be placed on the hole to make the hole more challenging.

Fundraising goal is \$700 to purchase 2 Lego Mindstorm kits.
Joe will bring a banner that we can put outside the library.

Mary Lou will ask Melody to help promote the event. Kirstin will buy raffle tickets. We will charge \$5/raffle ticket and 5 for \$20

Mary Lou will ask Lee Ann if one of our raffle jars got moved somewhere (we are missing one). Mary Lou will buy another one, if needed

Joanne will email Lee Ann/Ken to ask if Ken could help sell raffle tickets.

Book Sale:

Eastern Bank check came in today.

Mailing has to go to printer on 3/22. We need check from Herb Chambers by then in order to include their logo. Mary Lou will follow up with Herb Chambers.

No one has signed up to help prepare mailing. If we don't get enough volunteers, board members will prepare mailing at home. Kirstin will explain to everyone how to prepare the mailing for the post office in bundles of 20. We are trying a new printer – Printworks

Kirstin will update the museum pass brochure for mailing. Giselle will give Kirstin all new museum passes.

Kate will order banner for Main St. and for High St. railing. Banner will say Used Book Sale, location (library), month and day (Kate will determine with banner printer what is the best way to handle the dates so we can change it every year). Banner will be double sided, white banner with red lettering

Giselle will email TaxID to Kate to give to printer

Law signs (20) – Joanne has list of past locations. We need to confirm if we have good coverage. Kirstin will update the signs

Carolyn will email Kate what date our banner has to be at the DPW

May 2 is set up. Book donation begins May 3.

Trustees:

Library budget was approved by finance committee. If we build a new library, it would be built on current site.

Looking into raising the cost of copies at library. The copy machine is losing money.

Elizabeth requested a gift certificate for Cottage St. Fun Fair. Kirstin will create the gift certificate.

Our next board meeting is Monday, April 11 at 7:30pm at the library

Mary Lou motioned to adjourn

Elizabeth seconded

Motion passed